

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF PAGES
2. CONTRACT (Proc. Inst. Ident.) NO. EP-S5-06-02		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQUEST PROJECT NO. PR-R5-05-10037	
5. ISSUED BY CODE		6. ADMINISTERED BY (if other than Item 5) CODE			
U.S. EPA Region V Contracts Section, 10th Floor 77 West Jackson Blvd Chicago, IL 60604					
7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code) SULTRAC, JV 1 S. WACKER DRIVE 37TH FLOOR Chicago, IL 60606				8. DELIVERY [] FOB ORIGIN []	
				9. DISCOUNT FOR PROMPT PAYMENT N/A	
CODE	FACILITY CODE			10. SUBMIT IN VOICES (4 copies unless otherwise specified) To THE ADDRESS SHOWN IN:	ITEM 12
11. SHIP TO MARK FOR		12. PAYMENT WILL BE MADE BY CODE			
If applicable, see Section B of the schedule.		Environmental Protection Agency Research Triangle Park Financial Management Center (D143-02) Research Triangle Park, NC 27711			
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [] 10 U.S.C. 2304(c)([] 41 U.S.C. 253(c)(14. ACCOUNTING AND APPROPRIATION DATA See Accounting and Appropriation data in Section B			
15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
15G. TOTAL AMOUNT OF CONTRACT \$					
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. [] CONTRACTOR'S NEGOTIATED AGREEMENT <small>(Contractor is required to sign this document and return _____ copies to issuing office). Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following document: (a) this award/contract. (b) solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)</small>		18. [] AWARD <small>(Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.</small>	
19A. NAME AND TITLE OF SIGNER (Type or print)		20A. NAME OF CONTRACTING OFFICER DAVID A. ALBERTS	
19B. NAME OF CONTRACTOR BY (Signature of person authorized to sign)	19C. DATE SIGNED	20B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	20C.

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PREVIOUS EDITION UNUSABLE

26-107

STANDARD FORM 26
(REV 4-85)
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FAR (48 CFR) 53.214(a)

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PART I - THE SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

DCN	BFYS	APPR NUMBER	ORG	PROGRAM ELEMENT	SITE/ PROJECT	COST ORG	OBJ CLSS	AMOUNT	P / C
SEX008	06	T	5AF0P	302DD2C	05WQWQ00	C001	2505	\$ C	
Bulk Pipeline Funding									
SCX020	06	T	5AF0R	302DD2C	05G2LR01	C001	2505	\$ C	
Site Specific Funding (Peerless Plating, MI)									

B.1 LEVEL OF EFFORT--COST-REIMBURSEMENT TERM CONTRACT (EPAAR 1552.211-73) (APR 1984)

(a) The Contractor shall perform all work and provide all required reports within the level of effort specified below. The Government will order 50,000 direct labor hours for the base period which represents the Government's best estimate of the level of effort required to fulfill these requirements.

(b) Direct labor includes personnel such as engineers, scientists, draftsmen, technicians, statisticians, and programmers and not support personnel such as company management, typists, and key punch operators even though such support personnel are normally treated as direct labor by the Contractor. The level of effort specified in paragraph (a) includes Contractor, subcontractor, and consultant labor hours.

(c) If the Contractor provides less than 90 percent of the level of effort specified for the base period or any optional period ordered, an equitable downward adjustment of the fixed fee, if any, for that period will be made. The Government may require the Contractor to provide additional effort up to 110 percent of the level of effort for any period until the estimated cost for that period has been reached. However, this additional effort shall not result in any increase in the fixed fee, if any. If this is a cost-plus-incentive-fee (CPIF) contract, the term "fee" in this paragraph means "base fee and incentive fee." If this is a cost-plus-award-fee (CPAF) contract, the term "fee" in this paragraph means "base fee and award fee."

(d) If the level of effort specified to be ordered during a given base or option period is not ordered during that period, that level of effort may not be accumulated and ordered during a subsequent period.

(e) These terms and conditions do not supersede the requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

B.2 ESTIMATED COST, BASE FEE AND AWARD FEE (EP 52.216-200) (APR 1984)

(1) Base Period (June 26, 2006 - June 25, 2011)

(1a) Term Form Segment (less Subcontracting Pool)

(1b) Subcontracting Pool

(1c) Term Form Segment Totals

(1d) Completion Form Segment

(1e) Base Period Totals

(2) When the contracts is fully funded as specified in the Estimated Cost, Base Fee and Award Fee Clause (EP52.216-200), the Limitation of Cost clause shall become applicable.

(3) This contract will be modified to reflect the award fee earned as award fee determinations are made.

B.3 LIMITATION OF FUNDS--COST-PLUS-AWARD-FEE CONTRACT (EP 52.232-110) (APR 1984)

(a) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the contract period. Funding is allocated in accordance with the following schedule:

(1) Base Period (June 26, 2006 - June 25, 2011)

(1a) Term Form Segment (less Subcontracting Pool)

(1b) Subcontracting Pool

(1c) Term Form Segment Totals

(1d) Completion Form Segment

(1e) Base Period Totals

(b) When the contracts is fully funded as specified in the Estimated Cost, Base Fee and Award Fee Clause (EP52.216-200), the Limitation of Cost clause shall become applicable.

B.4 WORK ASSIGNMENTS - LEVEL OF EFFORT (TERM FORM)

a) The Contractor shall perform work under this segment of the contract as specified in written work assignments issued by the Contracting Officer and designated as "Term Form" work assignments. The Term Form work assignment will describe the scope of work (within the overall scope of work of the contract) and require the contractor to devote a specified level of effort for a stated time period.

(b) Each work assignment will include (1) a numerical designation, (2) the period of performance and schedule

of deliverables, (3) the expenditure limit, (4) the scope of work for the work assignment, and (5) the name and phone number for the assigned Work Assignment Manager (WAM).

(c) The Contractor shall acknowledge receipt of each work assignment issued under this segment by returning a signed copy of the work assignment to the Contracting Officer within five (5) working days after its receipt.

(d) The Contractor may start work, as specified in the work assignment, immediately upon receipt of the work assignment while concurrently preparing a detailed work plan for performance of work under the work assignment, and may work up to the expenditure limit in the work assignment while preparing the work plan. The work plan shall include a detailed description of the technical work to be performed (by task) and a comprehensive, independent cost breakdown, in accordance with the elements specified in FAR 15.408, Table 15-2, by element of cost, by task, and totals. The work plan shall be submitted within thirty (30) calendar days of receipt of the work assignment in the number of copies and to the recipients designated in the work assignment.

(e) The Contracting Officer will negotiate the work plan by elements of cost, as required, and provide written approval or disapproval to the Contractor. Approval of a work plan budget does not relieve the contractor of the requirements of paragraph (g) below regarding expenditure limits, level of effort or period of performance. If the Contractor has not received approval of a work plan within seventy-five (75) calendar days after receipt of the work assignment from the Contracting Officer, the Contractor shall stop all work on that work assignment and notify the Contracting Officer, Project Officer, and Work Assignment Manager of that fact in writing. Subsequent to this notice, no work shall be performed without the written authorization of the Contracting Officer.

(f) In the event that the Contracting Officer formally disapproves the work plan, all work under that work assignment shall immediately cease until the problem causing the disapproval is resolved and written approval to proceed is received from the Contracting Officer.

(g) All effort performed under the Term Form segment of the contract shall be reported separately from the Completion Form segment of the contract. The contractor shall not exceed the expenditure limits (which can be adjusted by the Contracting Officer at any time during the life of the work assignment), level of effort or period of performance for a work assignment without the express approval of the Contracting Officer. Unauthorized costs are not reimbursable under this contract.

(h) In the event the natural period of performance of a work assignment would extend beyond the end of the base period of performance and into the option period, Contracting Officers may insert the following language into work assignments issued under this contract.

These work assignments (and their approved work plans) are divided into phases. Phase I covers work performed during the contract's base period of performance. Phase II covers work to be performed during the contract's option period. **If the contract option period is exercised, Phase II is automatically activated.** If the contract option period is not exercised, this work assignment is limited to Phase I only.

(i) This clause does not change the requirements of the "Level of Effort" clause, nor the notification requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

(j) Work assignments shall not allow for any change to the terms or conditions of the contract. Where any language in the work assignment may suggest a change to the terms or conditions, the contractor shall immediately notify the Contracting Officer.

(k) Within 20 days of receipt of the work assignment or similar tasking document, the Contractor shall provide

a conflict of interest certification. Where work assignments or similar tasking documents are issued under this contract for work on or directly related to a site, the Contractor is only required to provide a conflict of interest certification for the first work assignment issued for that site. For all subsequent work on that site under this contract, the Contractor has a continuing obligation to search and report any actual or potential conflicts of interest, but no additional conflict of interest certifications are required.

(l) Before submitting the conflict of interest certification, the contractor shall search its records accumulated, at a minimum, over the current year and the past four years immediately prior to the receipt of the work assignment or similar tasking document. In the COI certification, the Contractor must certify to the best of the Contractor's knowledge and belief, that all actual or potential organizational conflicts of interest have been reported to the Contracting Officer or that to the best of the Contractor's knowledge and belief, no actual or potential organizational conflicts of interest exist. In addition, the Contractor must certify that its personnel who perform work under this work assignment or relating to this work assignment have been informed of their obligation to report personal and organizational conflicts of interest to the Contractor. The certification shall also include a statement that the Contractor recognizes its continuing obligation to identify and report any actual or potential conflicts of interest arising during performance of this work assignment or other work related to this site.

B.5 SUBCONTRACTING POOL (TERM FORM SEGMENT)

(a) This subcontracting pool is separate and distinct from amounts negotiated for subcontractors which constitute part of the prime contractor's permanent contract team. All subcontracting which is to be accomplished through this subcontracting pool must be competed by each prime contractor, unless written approval to the contrary is obtained from the EPA Contracting Officer. Specific activities which generally necessitate utilization of the pool include, but are not limited to: initial response actions, well-drilling, analytical services (when not provided by the Government), special consultants to support technical projects or to serve as expert witnesses, aerial mapping, surveying, fencing, construction activities associate with a Remedial Action (RA).

(b) All subcontracting pertaining to specific activities required under Term Form work assignments shall not exceed:

Base Period:	\$.
Option Period:	\$.

This amount represents the total award value of all sites specific subcontracts issued under the term form segment, and contains all direct or indirect costs allocations of the prime contractor. The contractor shall not exceed this amount without first obtaining the prior written approval of the EPA Contracting Officer. If additional subcontracting pool incremental options are required in either the base or option period, the EPA Contracting Officer can unilaterally increase the number of incremental options available as necessary.

(c) The Government assumes that subcontracts issued under this clause will be either performance-based or fixed price. In cases to the contrary, the Prime Contractor must request and receive concurrence from the administrative contracting officer prior to proceeding with work. If the full subcontracting pool dollars are under-utilized, there may be a unilateral decrease in the subcontracting pool representing the unused portion of the subcontracting pool inclusive of associated costs.

B.6 COMPLETION FORM CEILING

(a) The completion form ceiling of \$0.00 represents estimated costs (including travel and other direct costs), and fee. If additional completion form incremental options are required in either the base or option period, the

EPA Contracting Officer can unilaterally increase the number of incremental options available as necessary.

(b) As completion form work assignments are issued and negotiated, the contract will be modified to obligate funds associated with each completion form work assignment to reflect, by work assignment numerical designation, the funds so obligated and to reflect completion form segment base and award fees associate with each completion form work assignment.

(c) Subcontracting efforts pertaining to specific activities issued under completion form work assignments shall be charged against the overall completion ceiling.

B.7 WORK ASSIGNMENTS (COMPLETION FORM)

(a) The contractor shall perform work under this segment of the contract as specified in written work assignments issued by the Contracting Officer and designated as "Completion Form" work assignments. The Completion Form work assignment will describe the scope of work by stating a definite goal or target and specifying an end product or products. Work assignments issued under this segment will require the contractor to complete and deliver the specified end product(s) within the negotiated estimated cost of the work assignment as a condition for payment of the entire fee. In the event that work cannot be completed within the estimated cost of the work assignment, the Government may require more effort without increase in any fees, provided the Government increases the work plan budget for the work assignment.

(b) Each completion work assignment will include (1) a numerical designation, (2) the period of performance and schedule of deliverables and end products, (3) the scope of work for the work assignment, (4) the expenditure limit, and (5) the name and phone number for the assigned Work Assignment Manager (WAM).

(c) The Contractor shall acknowledge receipt of each work assignment issued under this segment by returning a signed copy of the work assignment to the Contracting Officer within five (5) working days after its receipt.

(d) The Contractor may start work, as specified in the work assignment form, immediately upon receipt of the work assignment while concurrently preparing a detailed work plan for performance of work under the work assignment, and may work up to the expenditure limit in the work assignment while preparing the work plan. The work plan shall include a detailed description of the technical work to be performed (by task) and a comprehensive, independent cost breakdown, in accordance with the elements specified in FAR 15.408, Table 15-2, by element of cost, by task, and totals. The work plan shall be submitted within thirty (30) calendar days of receipt of the work assignment in the number of copies and to the recipients designated in the work assignment.

(e) At a time and place specified by the Contracting Officer, the parties will negotiate the work plan budget, including fees consistent with the established fee structure. Upon successful completion of negotiations, the Contracting Officer will provide written confirmation of the cost and fees for the work assignment. If the contractor has not received an approval of a work plan within forty-five (45) calendar days after receipt of the work assignment from the Contracting Officer, the contractor shall stop all work on that work assignment and notify the Contracting Officer, Project Officer, and Work Assignment Manager of that fact in writing. Subsequent to this notice, no work shall be performed without the written authorization of the Contracting Officer.

(f) In the event that the Contracting Officer formally disapproves the work plan, all work under that work assignment shall immediately cease until the problem causing the disapproval is resolved and written approval to proceed is received from the Contracting Officer.

(g) All effort performed under the Completion Form segment of the contract shall be reported separately from the Term Form segment of the contract. The contractor shall not exceed the expenditure limit for a work assignment, which may be adjusted by the Contracting Officer at any time during the life of the work assignment, without the express approval of the Contracting Officer. Unauthorized costs are not reimbursable under this contract.

(h) Completion ceilings for completion form work assignments issued in the base period will not be affected by exercising the option to extend the contract term.

(i) Work assignments shall not allow for any change to the terms or conditions of the contract. Where any language in the work assignment may suggest a change to the terms or conditions, the contractor shall immediately notify the Contracting Officer.

(j) Within 20 days of receipt of the work assignment or similar tasking document, the Contractor shall provide a conflict of interest certification. Where work assignments or similar tasking documents are issued under this contract for work on or directly related to a site, the Contractor is only required to provide a conflict of interest certification for the first work assignment issued for that site. For all subsequent work on that site under this contract, the Contractor has a continuing obligation to search and report any actual or potential conflicts of interest, but no additional conflict of interest certifications are required.

(k) Before submitting the conflict of interest certification, the contractor shall search its records accumulated, at a minimum, over the current year and the past four years immediately prior to the receipt of the work assignment or similar tasking document. In the COI certification, the Contractor must certify to the best of the Contractor's knowledge and belief, that all actual or potential organizational conflicts of interest have been reported to the Contracting Officer or that to the best of the Contractor's knowledge and belief, no actual or potential organizational conflicts of interest exist. In addition, the Contractor must certify that its personnel who perform work under this work assignment or relating to this work assignment have been informed of their obligation to report personal and organizational conflicts of interest to the Contractor. The certification shall also include a statement that the Contractor recognizes its continuing obligation to identify and report any actual or potential conflicts of interest arising during performance of this work assignment or other work related to this site.

B.8 AWARD FEE (EPAAR 1552.216-70) (AUG 2000)

(a) The Government shall pay the contractor a base fee, if any, and such additional fee as may be earned, as provided in the award fee plan incorporated into the Schedule.

(b) Award fee determinations made by the Government under this contract are unilaterally determined by the Fee Determination Official (FDO). The amount of the award fee to be paid is determined by the Government's judgmental evaluation of the contractor's performance in terms of the criteria stated in the contract. This determination and the methodology for determining the award fee are unilateral decisions made solely at the discretion of the Government.

(c) The Government may unilaterally change the award fee plan at any time, via contract modification, at least thirty (30) calendar days prior to the beginning of the applicable evaluation period. Changes issued in a unilateral modification are not subject to equitable adjustments, consideration, or any other renegotiation of the contract.

B.9 SPECIAL LIMITATION OF COST PROVISION FOR WORK ASSIGNMENTS (LOCAL LW-32-16)

(DEC 2001)

(a) The purpose of the clause is to specify cost controls which will apply to term form work assignments (WAs) and completion form WAs. In the following clause, "work plan budget" shall refer to the dollar figure in Block 3, Budget Information, Approved Work Plan Budget, New Total, of the "EPA Work Assignment Form (WAF) for Response Action Contracts (RACs). "Total Funding Received" shall refer to the dollar figure in Block 3, Budget Information, Total Funding Received, New Total, of that same WA form.

(b) The contractor agrees to use its best efforts to perform the work specified in each term form or completion form WA issued under this contract within the approved work plan budget. If, at any time, the Contractor has reason to believe that the total cost for performance of a work assignment, inclusive of fee, will be greater or at least 10% less than the work plan budget, the Contractor shall notify the Contracting Officer (CO) in writing to that effect, giving his revised estimate of the total cost for the performance of that WA.

(c) The Contractor shall notify the CO in writing whenever it has reason to believe that the costs it expects to incur under an individual WA in the next 60 calendar days, when added to all costs previously incurred, will exceed 75% (percent) of the amount the Total Funding Received. This notice shall state the estimated amount of additional funds required to continue timely performance under the contract.

(d) Except as required by other provisions of this contract specifically cited and stated to be an exception to this clause, the Government shall not be obligated to reimburse the Contractor for costs incurred in performing a WA in excess of the approved work plan budget or Total Funding Received, whichever is less, and the Contractor shall not be obligated to continue performance of a WA or otherwise to incur costs in excess of the approved work plan budget or Total Funding Received, whichever is less, unless and until the CO shall have notified the Contractor in writing that such approved work plan budget or Total Funding Received has been increased and shall have specified in such notice a revised amount. No notice, communication, or representation in any other form or from any person other than the CO shall affect the cost of a WA in excess of the work plan budget amount or Total Funding Received, whichever is less. When and to the extent that the work plan budget or Total Funding Received as been increased, any costs incurred by the Contractor in excess of the work plan budget or Total Funding Received, whichever is less, prior to such increase shall be allowable to the same extent as if such costs had been incurred after the increase, unless the CO issues a termination or other notice with respect to that WA and directs that the increase is solely for the purpose of covering termination or other specified expenses in connection with that WA.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 NOTICE REGARDING PROHIBITED CONTRACTOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTRACTS (EP 52.000-000) (NOV 1994)

The Contractor shall not perform any of the following activities on behalf of EPA in connection with this contract:

1. The actual preparation of Congressional testimony.
2. The interviewing or hiring of individuals for employment at EPA.
3. Developing and/or writing of Position Descriptions and Performance Standards.
4. The actual determination of Agency policy.
5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.
6. Preparing Award Fee Letters, even under typing services contracts.
7. The actual preparation of Award Fee Plans.
8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.
9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.
10. The preparation of Statements of Work, Work Assignments, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract that the contractor is performing or may perform. Such a work issuance document, prepared by an EPA prime contractor under an EPA prime contract for its subcontractor, is exempt from this prohibition.
11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.
12. Preparing responses to Congressional correspondence.
13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non-judgmental correspondence.
14. Any contract which authorizes a contractor to represent itself as EPA to outside parties.
15. Conducting administrative hearings.
16. Reviewing findings concerning the eligibility of EPA employees for security clearances.
17. The actual preparation of an office's official budget request.

C.2 STATEMENT OF WORK--CONTRACT WHERE WORK IS ORDERED BY WORK ASSIGNMENTS OR DELIVERY ORDERS (EP 52.210-110) (APR 1984)

(a) The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the Statement of Work/Specifications included in Attachment A.

(b) The Contractor shall perform work under this contract only as directed in Work Assignments issued by the Contracting Officer.

C.3 INCORPORATION OF CONTRACTOR'S QUALITY ASSURANCE (QA) PROJECT PLAN (EP 52.210-130) (APR 1984)

The Contractor shall adhere to the procedures set forth in:

EPA Order 560.1 A2, Policy and Program Requirements for the Mandatory Agency-Wide Quality System, May 2000 or most recent revision.

<http://www.epa.gov/quality/qs-docs/5360-1.pdf>

EPA Region 5, Instructions on the Preparation of A superfund Division Quality Assurance Project Plan, June 2000 (Attachment H)

EPA QA/R-5, EPA Requirements for Quality Assurance Project Plans, March 2001 or most recent revision.

<http://www.epa.gov/quality/qs-docs/r5-final.pdf>

EPA QA/R-2, EPA Requirements for Quality Management Plans, March 2001 or most recent revision.

<http://www.epa.gov/quality/qs-docs/r2-final.pdf>

C.4 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (EPAAR 1552.211-79) (OCT 2000)

(a) *Definition.* Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

(b) *General.* The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with *EPA Order 7500.1A-Minimum Set of Data Elements for Groundwater*.

(3) EPA Computing and Telecommunications Services. *The Enterprise Technology Services Division (ETSD) Operational Directives Manual* contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. (This document may be found at: <http://basin.rtpnc.epa.gov/etsd/directives.nsf>).

(c) *Printed Documents.* Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration
Facilities Management and Services Division
Distribution Section
Mail Code: 3204
1200 Pennsylvania Ave., NW.,
Washington, DC 20460
Phone: (202) 260-5797

(d) Electronic access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

**C.5 ACQUISITION AND USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES
(EP-S 97-1) (MAY 1999)**

(a) Executive Order 13101 of September 14, 1998, entitled "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition" and Section 6002 of the Resource Conservation and Recovery Act (RCRA) of 1976, as amended (42 U.S.C. 6962, Pub L. 94-580, 90 Stat. 2822) require Federal agencies to procure designated items with the highest recovered materials content practicable.

(b) In the performance of this contract, the Contractor shall comply with the requirements of the following issuances:

(1) Title 40 of the Code of Federal Regulations, Part 247, Comprehensive Guideline for Procurement of Products Containing Recovered Materials (CPG), which designates items that are or can be made with recovered materials, and its companion pieces, the Recovered Materials Advisory Notices (RMANS). The CPG and RMANS provide recommended procurement practices, including recommended recovered material content levels, for purchasing products designated in the CPG. The Contractor shall comply with these recommendations, and such other CPG revisions and RMANS as the Environmental Protection Agency (EPA) may issue with respect to the procurement of products that contain recovered materials. (Copies of the CPG or RMANS, as well as information on manufacturers and vendors of designated items may be obtained by calling EPA's RCRA Hotline at (800) 424-9346, or, in the Washington, D.C., metropolitan area, at (703) 412-9810.)

(2) In complying with the requirements of paragraph (b), the Contractor shall coordinate its concerns and program guidance with EPA's Recycling Coordinator.

(c) The Contractor shall prepare and submit reports on the purchase of products containing recovered materials from time to time in accordance with written direction (e.g., in specified format) from the EPA Recycling Coordinator through the Contracting Officer. Reports shall be submitted to the EPA Recycling Coordinator, with a copy to the Contracting Officer.

SECTION D - PACKAGING AND MARKING**D.1 SUBMITTING DELIVERABLES ELECTRONICALLY**

(a) At the request of the Contracting Officer or as directed in the individual work assignments, the Contractor shall submit deliverables electronically and shall be packaged in accordance with standard commercial practice for ADP software. The electronic media shall be labeled to indicate:

- 1) Name of deliverable
- 2) Contractor Name
- 3) Contract Number
- 4) Date written
- 5) Indication of draft or final version

(b) For each deliverable, data shall be separated by category and submitted on the diskettes using the following categories:

<u>DATA CATEGORY</u>	<u>ASCII CONVERTED TO AN ORIGINAL IN</u>
1) Narratives	As specified in the work assignments
2) Spreadsheets	As specified in the work assignments
3) Data Bases	As specified in the work assignments
4) PC to PC Communications	As specified in the work assignments
5) Graphics	As specified in the work assignments

(c) All data submitted in accordance with this clause shall be in the version of the software applications as directed for use by the Contracting Officer.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION OF SERVICES--COST-REIMBURSEMENT (FAR 52.246-5) (APR 1984)

(a) Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances or (2) terminate the contract for default.

E.2 INSPECTION AND ACCEPTANCE (EP 52.246-100) (APR 1984)

(a) The Contracting Officer or the duly authorized representative will perform inspection and acceptance of materials and services to be provided.

(b) For the purposes of this clause, the Work Assignment Manager and the Project Officer are the authorized representative of the Contracting Officer.

(c) Inspection and acceptance will be performed at:

As specified in individual work assignments.

SECTION F - DELIVERIES OR PERFORMANCE**F.1 STOP WORK ORDER (FAR 52.242-15) (AUG 1989) ALTERNATE I (APR 1984)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall, at Government expense, immediately comply with its terms and take all reasonable steps to minimize the incurrence of cost allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either --

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Termination clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery completion schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected, and the contract shall be modified, in writing, accordingly, if --

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; *provided*, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

F.2 USE OF RECOVERED MATERIALS IN PAPER AND PAPER PRODUCTS (EP 52.210-150) (JUN 1991)

(a) If the Contractor is required under this contract to deliver any of the paper and paper products listed below, all such items delivered shall meet the minimum content standards for recovered materials, postconsumer recovered materials, or waste paper set forth below in paragraph (b).

(1) Recovered materials are defined as waste material and by-products that have been recovered or diverted from solid waste, not including those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(2) Postconsumer recovered materials are defined as waste materials

recovered from retail stores, office buildings, homes, and so forth after they passed through their end usage as a consumer item.

(3) Waste paper is defined as all items from the first two categories above in addition to forest residues, and manufacturing and other wastes.

(b) Unless otherwise directed by the Contracting Officer, the Contractor shall use "High Grade Bleached Printing and Writing Papers" as defined in this clause to produce all progress reports, draft reports, final reports, any other products required to be delivered to the Government under this contract.

**EPA MINIMUM CONTENT STANDARDS FOR SELECTED PAPER
AND PAPER PRODUCTS**

	Minimum % Recovered Materials	Minimum % Postconsumer Recovered Materials	Minimum % Waste Paper
NEWSPRINT	40		
HIGH GRADE BLEACHED PRINTING AND WRITING PAPERS:			
Offset printing			50
Mimeo and duplicator paper			50
Writing (stationery)			50
Office paper (e.g., note pads).....			50
Paper for high speed copiers			50
Envelopes			50
Form bond including computer paper and carbonless			50
Book papers			50
Bond papers			50
Ledger			50
Cover stock			50
Cotton Fiber papers	25		50
TISSUE PRODUCTS:			
Toilet tissue	20		
Paper towels	40		
Paper napkins	30		
Facial tissue	5		
Doilies	40		
Industrial wipes	0		
UNBLEACHED PACKAGING:			
Corrugated boxes	35		
Fiber boxes	35		
Brown papers (e.g. bags).....	5		
RECYCLED PAPERBOARD:			
Recycled paperboard products	80		
Pad backing	90		

F.3 REPORTS OF WORK (EPAAR 1552.211-70) (OCT 2000)

The contractor shall prepare and deliver reports in accordance with Attachment B.

F.4 WORKING FILES (EPAAR 1552.211-75) (APR 1984)

The Contractor shall maintain accurate working files (by task or work assignment) on all work documentation including calculations, assumptions, interpretations of regulations, sources of information, and other raw data required in the performance of this contract. The Contractor shall provide the information contained in its working files upon request of the Contracting Officer.

F.5 PERIOD OF PERFORMANCE

(a) The period of performance of this contract shall be from the date of award through sixty (60) months after date of award exclusive of all required reports.

(b) The Government has the option to extend the term of this contract for one (1) additional sixty (60) month Option Period as specified in the clause entitled "Option to Extend the Term of the Contract."

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 COST-PLUS-INCENTIVE-FEE--Target Cost**

- (a) The Contractor and the Contracting Officer may mutually agree that the contractor shall perform certain Work Assignments (WAs) under this contract on a Cost-Plus-Incentive-Fee-Target-Cost (CPIF/TC). These CPIF/TC Work Assignments shall be issued under the completion form segment of the contract.
- (b) Each such CPIF/TC will be negotiated between the contractor and the Contracting Officer. Each such CPIF/TC shall include a total price inclusive of any amount for anticipated fees (cost plus incentive fee basis work assignments will include the target cost and target fee as required in FAR 52.216-10 included in each CPIF/TC. Each CPIF/TC shall contain specific performance measures and a delivery schedule.
- (c) Each CPIF shall contain a target cost, a target fee, minimum and maximum fees and CPIF/TC fee adjustment formula. These elements are negotiated at the outset of the WA. After contract performance, the fee payable to the contractor is determined in accordance with the formula. The formula provides, within limits, for increases in fee above target fee when total allowable costs are less than target costs, and decreases in fee below target fee when total allowable costs exceed target costs. This increase or decrease is intended to provide an incentive for the contractor to manage the contract effectively. The threshold and incentive values required for insertion into FAR Clause 52.216-10, INCENTIVE FEE, will be stipulated in each individual CPIF/TC Work Assignment.
- (d) In terms of Performance-Based Contracts (PBC) performance measures may be used in conjunction with target costs or independent of target costs when determining the fee adjustment formula. This will be determined on a CPIF/TC Work Assignment by WA basis. Under the PBC Work Assignment the incentive fee plan may be based on target costs or some other measurable aspect of the SOW such as cleanup standards, deliverables, completion, etc. This incentive fee plan will be stipulated in each individual PBC CPIF/TC Work Assignment.
- (e) The Contractor shall be required to report actual costs in accordance with the Work Assignment's Work Breakdown Structure (WBS). Invoicing shall be done in accordance with the contract terms and conditions. However, payments may be made upon completion, completion of separately priced tasks, in accordance with the Clause entitled SPECIAL PAYMENTS, or as directed by the Contracting Officer. Payment terms for each CPIF/TC will be incorporated into the Work Assignment.
- (f) Work Assignments issued hereunder shall comply with the following paragraphs (1) through (7) which replace paragraphs (a) through (g) of the SECTION B clause entitled WORK ASSIGNMENTS (COMPLETION FORM SEGMENT).
 - (1) The contractor shall perform work under the completion segment of the contract as specified in written Work Assignments issued by the Contracting Officer and designated as "Cost Plus Incentive Fee - Completion Form" Work Assignments. The Cost Plus Incentive Fee

Completion Form Work Assignment will describe the scope of work by specifying an end product or products. Work Assignments issued under this segment will use incentive fee to motivate and reward the contractor to complete and deliver the specified end product(s) within the negotiated price.

- (2) Each Work Assignment will include (1) a numerical designation, (2) the period of performance and schedule of deliverables and end products, (3) the scope of work for the work assignment, (4) expenditure limit, and (5) the name and phone number for the assigned Work Assignment Manager (WAM). The contractor shall not exceed the expenditure limits and estimated cost for a Work Assignment without the express written approval of the Contracting Officer. The Government will not reimburse the contractor for costs incurred in excess of the expenditure limit and the Contractor is not obligated to continue performance of a Work Assignment or otherwise to incur costs in excess of the expenditure limit unless and until the Contracting Officer notifies the Contractor in writing that such expenditure limit has been increased, and will specify in such notice a revised amount.
- (3) The contractor shall acknowledge receipt of each Work Assignment issued under this segment by returning a signed copy of the Work Assignment to the Contracting Officer within five (5) working days after it's receipt. EPA may utilize electronic systems to transmit formal documents (e.g., work assignments) to the contractor. If these electronic systems are utilized on official contract documents, the contractor agrees to recognize these electronic signatures as official signatures on these documents for both EPA and/or contractor representatives.
- (4) The contractor may start work, as specified in the Work Assignment Form, immediately upon receipt of the Work Assignment while concurrently preparing a detailed Work Plan for performance of work under the Work Assignment, and may work up to the expenditure limit in the Work Assignment. The Work Plan shall include a detailed description of the technical work to be performed (by task) and a comprehensive, independent cost breakdown by element of cost, by task, and totals. The Work Plan shall be submitted thirty (30) calendar days after the scoping meeting in the number of copies and to the recipients designated in the Work Assignment or by technical direction.
- (5) At a time and place specified by the Contracting Officer, the parties will negotiate the arrangement for the Work Assignment. Upon successful completion of negotiations, the Contracting Officer will provide written confirmation of the target cost for the Work Assignment. If the contractor has not received approval of a Work Plan within 75 calendar days of the scoping meeting, the contractor shall stop all work on that Work Assignment and notify the Contracting Officer, Project Officer, and Work Assignment Manager of that fact in writing. Subsequent to this notice, no work shall be performed without the written authorization of the Contracting Officer.

- (6) In the event that the Contracting Officer formally disapproves the Work Plan, all work under that Work Assignment shall immediately cease until the problem causing the disapproval is resolved and written approval to proceed is received from the Contracting Officer.
- (7) All effort performed under work assignments issued on a CPIF/TC basis under the Completion Form segment of the contract shall be reported separately from the Term Form segment of the contract.

G.2 APPLICATION OF THE INCENTIVE FEE CLAUSE

The SECTION G clause entitled **INCENTIVE FEE** (FAR 52.216-10) (MAR 1997) shall apply to completion form work ordered under the provisions of the SECTION G clause entitled **COST-PLUS-INCENTIVE-FEE--Target Cost** of this contract. Accordingly, all provisions for the establishment and modification of fee arrangements stated in the SECTION G clause entitled **INCENTIVE FEE** (FAR 52.216-10)(MAR 1997), specifically the requirements for contract modifications stated in paragraphs (b), (d), and (f) and the fee arrangement stated in paragraph (e), shall be accomplished through the establishment of, and amendment(s) to, Work Assignments in accordance with the provisions of the SECTION G clause entitled **COST-PLUS-INCENTIVE-FEE--Target Cost** of this contract.

G.3 PAYMENT OF FEE (EPAAR 1552.216-74) (MAY 1991)

(a) The term "fee" in this clause refers to either the fixed fee under a cost-plus-fixed-fee type contract, or the base fee under a cost-plus-award-fee type contract.

(b) The Government will make provisional fee payments on the basis of percentage of work completed. Percentage of work completed is the ratio of direct labor hours performed to the direct labor hours set forth in clause 1552.211-73, "Level of Effort--Cost-Reimbursement Term Contract."

G.4 PAYMENT OF PROVISIONAL BASE FEE

- (a) The term "fee" in this clause refers to the base fee under a cost-plus-award-fee type contract.
- (b) For the term form segment of the contract, the Government will make provisional base fee payments to the prime contractor, as follows:
 - (i) **LOE Hours:** based on the percentage of work completed which is the ratio of direct labor hours performed to the direct labor hours set forth in paragraph (a) of the clause in Section B entitled "LEVEL OF EFFORT - COST-REIMBURSEMENT (TERM FORM SEGMENT)", whether by the prime contractor or its team subcontractors;
 - (ii) Subcontracting pool: 1% of the subpool subcontract costs, exclusive of any pollution liability insurance costs, incurred during the billing period;
- (c) For the completion form segment, the base fee will be fixed, and the

Government will make provisional base fee payments in accordance with the criteria established in the completion form work assignment. If no provisional fee payment criteria is set forth in the completion form work assignment, then provisional base fee payments will be based on the percentage of work completed as determined by the ratio of incurred costs to total work plan budget. As a condition for payment of the entire amount of fixed base fee under a completion form work assignment, delivery of a specified end product, within the specified time and estimated cost, is required. If the specified end product under a completion form work assignment cannot be completed within the estimated cost, the government may require more effort without an increase in the fee, provided the government increases the estimated cost.

- (d) In no event shall total provisional fee payments exceed the amounts set forth in the ESTIMATED COST, BASE FEE AND AWARD FEE clause of this contract.
- (e) For individual work assignments (Term Form and Completion Form), all provisional base fee payments shall be recovered and returned to the Government upon a final performance fee rating of less than satisfactory. This arrangement is not subject to the "Disputes" clause.

G.5 SUBCONTRACTING REPORTS--SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS CONCERNS (EP 52.219-120) (OCT 1991)

The Contractor shall submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Contract Report, in accordance with the instructions on the forms.

Submit copies of these reports to:

Distribution	Addressee
original	Contracting Officer
1 copy	Senior Program Manager U.S. EPA Office of Small & Disadvantaged Business Utilization (1230C) Ariel Rios Building 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460

G.6 SUBMISSION OF INVOICES (EPAAR 1552.232-70) (JUN 1996) DEVIATION

In order to be considered properly submitted, an invoice or request for contract financing payment must meet the following contract requirements in addition to the requirements of FAR 32.905:

(a) Electronic invoicing is required under this contract. See Attachment F for electronic invoicing instructions. The contractor shall submit the invoice or request for contract financing payment as specified in Attachment F along with copies to the Project Officer and the Contracting Officer.

(b) The Contractor shall prepare its invoice or request for contract financing

payment on the prescribed Government forms. Standard Forms Number 1034, Public Voucher for Purchases and Services other than Personal, shall be used by contractors to show the amount claimed for reimbursement. Standard Form 1035, Public Voucher for Purchases and Services other than Personal - Continuation Sheet, shall be used to furnish the necessary supporting detail or additional information required by the Contracting Officer. The Contractor may submit self-designed forms which contain the required information.

(b)(1) The Contractor shall prepare a contract level invoice or request for contract financing payment in accordance with the invoice preparation instructions identified as a separate attachment in Section J of the contract. If contract work is authorized by individual work assignments, the invoice or request for contract financing payment shall also include a summary of the current and cumulative amounts claimed by cost element for each work assignment and for the contract total, as well as any supporting data for each work assignment as identified in the instructions.

(2) The invoice shall include current and cumulative charges by major cost element such as direct labor, overhead, travel, equipment, and other direct costs. For current costs, each major cost element shall include the appropriate supporting schedule identified in the invoice preparation instructions. Cumulative charges represent the net sum of current charges by cost element for the contract period.

(c)(1) The charges for subcontracts shall be further detailed in a supporting schedule showing the major cost elements for each subcontract.

(2) On a case-by-case basis, when needed to verify the reasonableness of subcontractor costs, the Contracting Officer may require that the contractor obtain from the subcontractor cost information in the detail set forth in (b)(2). This information should be obtained through a means which maintains subcontractor confidentiality (for example, via sealed envelopes), if the subcontractor expresses Confidential Business Information (CBI) concerns.

(d) Invoices or requests for contract financing payment must clearly indicate the period of performance for which payment is requested. Separate invoices or requests for contract financing payment are required for charges applicable to the basic contract and each option period.

(e)(1) Notwithstanding the provisions of the clause of this contract at FAR 52.216-7, Allowable Cost and Payment, invoices or requests for contract financing payment shall be submitted once per month unless there has been a demonstrated need and Contracting Officer approval for more frequent billings. When submitted on a monthly basis, the period covered by invoices or requests for contractor financing payments shall be the same as the period for monthly progress reports required under this contract.

(2) If the Contracting Officer allows submissions more frequently than monthly, one submittal each month shall have the same ending period of performance as the monthly progress report.

(3) Where cumulative amounts on the monthly progress report differ from the aggregate amounts claimed in the invoice(s) or request(s) for contract financing payments covering the same period, the contractor shall provide a reconciliation of the difference as part of the payment request.

G.7 INDIRECT COSTS (EPAAR 1552.242-70) (APR 1984) DEVIATION

(a) In accordance with paragraph (d) of the "Allowable Cost and Payment" clause, the final indirect cost rates applicable to this contract shall be established between the Contractor and the appropriate Government representative (EPA, other Government agency, or auditor), as provided by FAR 42.703-1(a). EPA's procedures require a Contracting Officer determination of indirect cost rates for its contracts. In those cases where EPA is the cognizant agency (see FAR 42.705-1), the final rate proposal shall be submitted to the cognizant audit activity and to the following:

Environmental Protection Agency
 Chief, Cost and Rate Negotiation Service Center
 Office of Acquisition Management (3802R)
 Ariel Rios Building
 1200 Pennsylvania Avenue, N.W.
 Washington, D. C. 20460

The Contractor shall also follow the notification and cost impact procedures prescribed in paragraph (b) below.

Where EPA is not the cognizant agency, the final rate proposal shall be submitted to the above-cited address, to the cognizant audit agency, and to the designated Contracting Officer of the cognizant agency. Upon establishment of the final indirect cost rates, the Contractor shall submit an executed Certificate of Current Cost or Pricing Data (see FAR 15.406-2) applicable to the data furnished in connection with the final rates to the cognizant audit agency.

The final rates shall be contained in a written understanding between the Contractor and the appropriate Government representative. Pursuant to the "Allowable Cost and Payment" clause, the allowable indirect costs under this contract shall be obtained by applying the final agreed upon rate(s) to the appropriate bases.

(b) Until final annual indirect cost rates are established for any period, the Government shall reimburse the Contractor at billing rates established by the appropriate Government representative in accordance with FAR 42.704, by means of a separate indirect cost rate agreement or a contract modification subject to adjustment when the final rates are established. The established billing rates are currently as follows:

	Sullivan	Tetra Tech
Cost Center	Fringe Benefits	Fringe Benefits
Period	June 26, 2006 until Amended	June 26, 2006 until Amended
Rate	%	%
Base	Direct Labor	Direct Labor

	Sullivan	Tetra Tech
Cost Center	Overhead	Overhead
Period	June 26, 2006 until Amended	June 26, 2006 until Amended

Rate	%	%
Base	Direct Labor	Direct Labor

	Sullivan	Tetra Tech
Cost Center	G&A	G&A
Period	June 26, 2006 until Amended	June 26, 2006 until Amended
Rate	%	%
Base	Total Cost	Total Cost

	Sullivan	Tetra Tech
Cost Center	Material Handling	N/A
Period	June 26, 2006 until Amended	
Rate	%	
Base	Subcontracting Dollars	

These billing rates may be prospectively or retroactively revised by mutual agreement, at the request of either the Government or the Contractor, to prevent substantial overpayment or underpayment.

(1) For any retroactive indirect cost rate adjustments (i.e., indirect costs already billed), including final indirect cost rate adjustments, the Contractor shall provide to the Cost Policy and Rate Negotiation Section, with copies to the current EPA Contracting Officers of active contracts, a cost impact statement showing the effect of the indirect cost rate changes for each contract. This statement shall compare the cost billed to the cost the Contractor proposes to bill.

(2) For prospective indirect cost rate adjustments only, the Contractor shall notify the current EPA Contracting Officers of the new proposed rates when it proposes rates to the Cost Policy and Rate Negotiation Section.

(3) For either prospective or retroactive indirect cost rate adjustments,

the Contractor shall provide the Cost Policy and Rate Negotiation Section with the names of the current EPA Contracting Officers for the affected contracts.

(c) Notwithstanding the provisions of paragraphs (a) and (b) above, ceilings are hereby established on indirect costs reimbursable under this contract. The Government shall not be obligated to pay the Contractor any additional amount on account of indirect costs in excess of the ceiling rates listed below:

Cost Center	N/A
Period	
Rate	
Base	

The ceiling rates specified above are applicable from the effective date of the contract through the end of the period of performance including any option periods.

G.8 CONTRACT ADMINISTRATION REPRESENTATIVES (EP 52.242-100) (AUG 1984)

Project Officer(s) for this contract:

Project Officer:

Patricia Vogtman
U.S. Environmental Protection Agency
Contracts and Assistance Agreements Section (SM-5J)
77 W. Jackson Blvd.
Chicago, IL 60604
Phone No: (312) 886-9553
FAX No: (312) 886-0186
E-Mail: vogtman.pat@epa.gov

Alternative Project Officer:

Stephen J. Nathan
U.S. Environmental Protection Agency
Contracts and Assistance Agreements Section (SM-5J)
77 W. Jackson Blvd.
Chicago, IL 60604
Phone No: (312) 886-5496
FAX No: (312) 886-0186
E-Mail: nathan.steve@epa.gov

Contract Specialist(s) responsible for administering this contract:

Administrative Contracting Officer:

David A. Alberts
U.S. Environmental Protection Agency
Acquisition Section (MCC-10J)
77 W. Jackson Blvd.
Chicago, IL 60604
Phone No: (312) 353-2075
FAX No: (312) 353-1879
E-Mail: alberts.david@epa.gov

Administrative Contract Specialist:

Donald Anderson
 U.S. Environmental Protection Agency
 Acquisition Section (MCC-10J)
 77 W. Jackson Blvd.
 Chicago, IL 60604
 Phone No: (312) 886-7159
 FAX No: (312) 353-1879
 E-Mail: anderson.donald@epa.gov

G.9 ANNUAL ALLOCATION OF NON-SITE COSTS (EP 52.242-310) (OCT 1991)

(a) The contractor shall submit an allocation report annually on a Federal fiscal year (FY) basis. The purpose of this report is to allocate all payments made by EPA to the contractor for non-site-specific activities to the sites worked on by the contractor during the FY. Examples of non-site-specific activities include program management, contract fees (base, fixed, and award), and other tasks given to the contractor for non-site-specific work.

(b) Within 90 days after the end of each FY, EPA will provide the contractor the total amount of all invoices for the annual allocation period. The contractor shall submit two draft copies of the Annual Allocation Report to EPA within 60 days after receipt of the invoice amounts. The paragraph below titled, "Annual Allocation Report", lists the required submissions for the Annual Allocation Report. Attachment G to the contract, titled, "Instructions for Performing the Annual Allocation of Non-Site-Specific Costs" provides a detailed explanation of each schedule type and steps for completing each schedule.

(c) The Superfund Accounting Branch of the Financial Management Division (FMD) will review the draft report and notify the contractor in writing of any corrections required for the final report. Two copies of the final report incorporating all of the necessary corrections are due 30 days after receipt of this notice. The final report shall also include a signed statement certifying that the data provided to EPA is supported by the contractor's accounting records. NOTE: These allocations represent changes to EPA's accounting system. No changes should be made to the contractor's accounting system.

(d) In addition to the two copies of the final reports, the contractor shall also submit the Summary of Allocation report on a 5 1/4" or 3 1/2" DOS computer disk in a Lotus 1-2-3 or ASCII format. The reports shall be sent to:

Chief, Superfund Accounting Branch
 Environmental Protection Agency
 Financial Management Division (3303F)
 Ariel Rios Building
 1200 Pennsylvania Avenue, N.W.
 Washington, D.C. 20460

(e) When the contract performance period ends at other than the end of the FY, EPA will provide the amount to be allocated 90 days after submission of the last invoice following contract expiration. The time requirements for submission of draft and final reports noted in the paragraphs above will apply.

(f) If the contractor is submitting Annual Allocation Reports on costs incurred

during FY 1991 and earlier, the contractor may combine each FY's report into one report. Approval must be granted by the Chief, Superfund Accounting Branch, FMD before the reports can be combined.

Allocation Methodology

Initial Steps:

Before beginning the allocation process, the contractor must perform four tasks:

- 1) Reconcile the paid amounts provided by EPA with contractor records,
- 2) Identify costs charged to sites with SSIDs and without SSIDs,
- 3) Redistribute costs for sites which initially did not have SSIDs, but which were subsequently assigned an EPA SSID, and
- 4) Identify which of the non-site activity costs should be allocated to sites:

The contractor shall delineate the amount of non-site- specific costs into the following non-site categories:

Program Management - (National & Regional, if applicable) - Payments made to the contractor for the specific management and administration of the contract as a whole. This includes contract fees except for fees applicable to individual sites.

Site Support Non-Site Activities - payments for activities which relate to, support, and/or benefit the sites worked on by the contractor.

Program Wide Non-Site Activities - payments for activities which support the overall Superfund program beyond the sites worked on under this contract; they are global in nature and purpose. These costs will not be allocated to sites in the annual allocation process.

Capital Equipment - equipment with an individual cost over \$5,000.00 and a useful life of greater than one year.

Start-up Costs - costs incurred generally in the first year and associated with efforts benefitting the entire contract term, e.g., quality assurance plans.

(g) The contractor shall allocate the non-site activity costs to sites, program wide non-site costs, and other appropriations using an allocation method that reflects the causal/beneficial relationship of the non-site costs to site costs. The preferred allocation method is a total cost base. However, with the approval of the Chief, Superfund Accounting Branch, FMD, the contractor may use

an alternate methodology.

In addition, special allocations may be required as follows:

- All equipment with a unit value of \$5,000.00 or greater and a useful life of greater than one year shall be depreciated over its useful life and allocated to sites. The allocation of amortized equipment costs should reflect equipment usage on the sites. The preferred depreciation procedure is either a straight-line or actual usage basis. A depreciation schedule shall be maintained and submitted to EPA at contract expiration.
- Start-up costs, if applicable, shall be amortized over the life of the contract.
- Payments made for costs incurred in previous fiscal years, if material, shall be allocated in a separate report. If the contractor is unsure whether a paid amount is material, the contractor should contact the Chief, Superfund Accounting Branch, FMD.

Annual Allocation Report

Required:

- Summary of Allocation
- Master Allocation Schedule
- Statement of Allocation Methodology
- Listing of all invoices paid during the Federal fiscal year (with invoice numbers and amounts)
- Certification of Contractor Records - (final report only)

Required if applicable:

- Schedule of Start-up Costs
- Schedule of Capital Equipment Depreciation
- Schedule of Non-Site Activities

(h) The contractor should refer to "Instructions for Performing the Annual Allocation of Non-Site-Specific Costs" for a detailed explanation and illustration of the allocation process and methodology. Questions regarding any Annual Allocation requirements should be referred to the Chief, Superfund Accounting Branch, FMD at (202) 260-9268.

G.10 SUBCONTRACT CONSENT (EP 52.244-100) (APR 1984)

(a) The Contractor shall submit the information required by the "Subcontracts," clause to the Contracting Officer and assigned Project Officer. The Contracting Officer will provide written notice to the Contractor of his decision.

(b) Consent is given to issue the following subcontracts:

None

G.11 GOVERNMENT-FURNISHED DATA (EPAAR 1552.245-71) (APR 1984)

(a) The Government shall deliver to the Contractor the Government-furnished data described in the contract. If the data, suitable for its intended use, is not delivered to the Contractor, the Contracting Officer shall equitably adjust affected provisions of this contract in accordance with the "Changes" clause when:

(1) The Contractor submits a timely written request for an equitable adjustment; and

(2) The facts warrant an equitable adjustment.

(b) Title to Government-furnished data shall remain in the Government.

(c) The Contractor shall use the Government-furnished data only in connection with this contract.

(d) The following data will be furnished to the Contractor on or about the time indicated: As specified in the work assignments.

G.12 GOVERNMENT PROPERTY (EPAAR 1552.245-73) (JUL 2004) DEVIATION

(a) The contractor shall not fabricate or acquire, on behalf of the Government, either directly or indirectly through a subcontract, any item of property without written approval from the Contracting officer.

(b) In accordance with paragraph (a) above, the contractor is authorized to acquire and/or fabricate the equipment listed below for use in the performance of this contract. The equipment is subject to the provisions of the "Government Property" clause.

(c) The Government will provide the following item(s) of Government property to the contractor for use in the performance of this contract. This property shall be used and maintained by the contractor in accordance with the provisions of the "Government Property" clause.

(d) The "EPA Contract Property Administration Requirements" provided below apply to this contract.

**U.S. Environmental Protection Agency
Property Administration Requirements (PAR)**

1. PURPOSE. This document sets forth the requirements for Environmental Protection Agency (EPA) contractors in the performance of their Government property management responsibilities under contracts with EPA. These requirements supplement those contained in the Government property clause(s) in this contract, and part 45 of the Federal Acquisition Regulation (FAR).

2. DELEGATION OF CONTRACT PROPERTY ADMINISTRATION.

a. Upon award of a contract, the EPA CO delegates the functions of property

administration and plant clearance (disposal) for the contract to the EPA Property Administration Office.

b. For contracts containing significant dollar amounts of Government property or contracts that present a high risk to the Government, the EPA Contract Property Coordinator (CPC) will re-delegate the contract to the Defense Contract Management Agency (DCMA) for property administration and plant clearance. Upon acceptance of that delegation, DCMA will provide notification to the contractor, identifying the assigned property administrator (PA) and plant clearance officer (PLCO). Once delegated to DCMA, the DCMA PA is available to the contractor for assistance in all matters of property administration.

c. If the contract is not delegated to DCMA for administration and/or plant clearance, any reference to PA and/or PLCO shall be construed to mean EPA CPC.

d. Notwithstanding the delegation, as necessary, the contractor may contact the cognizant EPA CO. In the event of disagreement between the contractor and the EPA CPC or the DCMA PA/PLCO, the contractor should seek resolution from the cognizant EPA CO.

3. REQUESTS FOR GOVERNMENT PROPERTY.

a. In accordance with FAR 45.102, the contractor shall furnish all property required for performing Government contracts. If a contractor believes that Government facilities are required for performance of the contract, the contractor shall submit a written request to the CO. At a minimum, the request shall contain the following elements:

1. Contract number for which the facilities are required.
2. An item(s) description, quantity and estimated cost.
3. Certification that no like contractor facilities exist which could be utilized.
4. A detailed description of the task-related purpose of the facilities.
5. Explanation of negative impact if facilities are not provided by the Government.

6. If applicable, recommend the exception under FAR 45.302-1(a) or any applicable EPA class deviation (available upon request), and provide any other information which would support the furnishing of facilities, including contractor-acquired property (CAP).

7. Except when the request is for material, a lease versus purchase analysis shall be furnished with the request to acquire property on behalf of the Government.

The contractor may not proceed with acquisition of facilities on behalf of the Government until receipt of written authorization from the EPA CO.

4. TRANSFER OF GOVERNMENT PROPERTY. When the contractor receives Government-furnished property (GFP), the contractor should receive, from the transferor,

(either EPA or another contractor) all of the applicable data elements (Attachment 1 of this clause) needed to maintain the required records. If this information is not provided at the time of receipt of the property, the contractor shall request it from the EPA CO. The CO will attempt to obtain the data from the previous property holder, or, if data does not exist, will assist the current property holder in estimating the elements. Prior to signing an acceptance document for the property, the receiving contractor should perform a complete inventory of the property. Responsibility, as well as accountability, passes with the signed acceptance.

When, at the written direction of the EPA CO, the contractor transfers GFP to another contractor, or another Agency, the contractor shall provide the applicable data elements (Attachment 1 of this clause). Upon return of the property to EPA, the same data must be provided by the contractor to the EPA CO.

5. RECORDS OF GOVERNMENT PROPERTY.

a. In accordance with FAR 45.505 and 45.505-1, the contractor shall establish and maintain adequate property records for all Government property, regardless of value, including property provided to and in the possession of a subcontractor. Material (supplies) provided by the Government or acquired by the contractor and billed as a direct charge to the Government is Government property and records must be established as such.

b. The contractor shall establish and maintain the official Government property record. (If the contract contains the FAR Clause 52.245-1, the Government will maintain the official Government property records.) Such records shall contain the applicable data elements (Attachment 1 of this clause) **for all items of Government property regardless of cost.**

c. The Contractor shall identify all Superfund property and designate it as such both on the item and on the official Government property record. If it is not practicable to tag the item, the contractor shall write the ID number on a tag, card or other entity that may be kept with the item or in a file.

d. Support documentation used for posting entries to the property record shall provide complete, current and auditable data. Entries shall be posted to the record in a timely manner following an action.

e. For Government vehicles, in addition to the data elements required by EPA, the contractor shall also comply with the General Services Administration (GSA) and Department of Energy (DOE) record and report requirements supplied with all EPA provided motor vehicles. If the above requirements were not provided with the vehicle, the contractor shall notify the EPA CO.

f. When Government property is disclosed to be in the possession or control of the contractor but not provided under any contract, the contractor shall record and report the property in accordance with FAR 45.502(f) and (h).

6. INVENTORIES OF GOVERNMENT PROPERTY. The contractor shall conduct a complete physical inventory of EPA property at least once per year, unless otherwise directed by the PA. Reconciliation shall be completed within 30 calendar days of inventory completion. The contractor shall report the results of the inventory, including any discrepancies, to the DCMA PA upon completion of the reconciliation. The contractor's records shall indicate the completion date of

the inventory.

See section 9 herein, Contract Closeout, for information on final inventories.

7. REPORTS OF GOVERNMENT PROPERTY. In accordance with FAR 45.505-14, EPA requires an annual summary report, for each contract, by contract number, of Government property in the contractor's possession as of September 30 each year.

a. For each classification listed in FAR 45.505-14(a), except material, the contractor shall provide the total acquisition cost and total quantity. If there are zero items in a classification, or if there is an ending balance of zero, the classification must be listed with zeros in the quantity and acquisition cost columns.

b. For material, the contractor shall provide the total acquisition cost only.

c. Property classified as equipment, Superfund site equipment, and special test equipment, for the purpose of this report, must be reported on two separate lines. The first line shall include the total acquisition cost and quantity of all items or systems with a unit acquisition cost of \$25,000 or more. The second line shall include the total acquisition cost and quantity of all items with a unit acquisition cost of less than \$25,000.

d. For items comprising a system, which is defined as "a group of interacting items functioning as a complex whole," the contractor may maintain the record as a system noting all components of the system under the main component or maintain individual records for each item. However, for the annual report of Government property the components must be reported as a **system** with one total dollar amount for the system, if that system total is \$25,000 or more.

e. These reports are due at EPA no later than October 5 of each year. If October 5 is not a business day, the report is due on the first business day following October 5.

f. Distribution shall be as follows:

Original to: EPA CPC

1 copy: DCMA PA, if contract is administered by DCMA

g. EPA Contractors are required to comply with GSA's and DOE's special reporting requirements for motor vehicles. A statement of these requirements will be provided by the EPA Facility Management and Services Division (FMSD) concurrent with receipt of each vehicle.

h. The contractor shall provide detailed reports on an as-needed basis, as may be requested by the CO or the PA.

8. DISPOSITION OF GOVERNMENT PROPERTY. The disposition process is composed of three distinct phases: identification of excess property, reporting of excess property, and final disposition.

a. Identification of Excess Property. The disposition process begins with the contractor identifying Government property that is excess to its contract. **Effective contractor property control systems provide for disclosing excesses as**

they occur. Once inactive Government property has been determined to be excess to the contract to which it is accountable, it must be screened against the contractor's other EPA contracts for further use. If the property may be reutilized, the contractor shall notify the CO in writing. Government property will be transferred to other contracts only when the COs on both the current contract and the receiving contract authorize such a transfer in writing.

b. Reporting Excess Government Property. Excess Government property shall be reported in accordance with FAR Subpart 45.6. Inventory schedules A-E (SF Forms 1426-1434) provide the format for reporting of excess Government property. Instructions for completing the forms are located at FAR 45.606-5 and samples may be found in FAR 53.301-1426 thru 1434. Inventory schedules shall be forwarded to the DCMA PLCO with a copy to the EPA CO. The cover letter, which accompanies the inventory schedules, must include the EPA CO's name, address and telephone number. Inventory schedules must also contain a notification if the property is Superfund property. If the property is Superfund property, the contractor must also prominently include the following language on the inventory schedule: **"Note to PLCO: Reimbursement to the EPA Superfund is required."** When requested, by the PLCO or the CO, the contractor will provide the fair market value for those items requested.

c. Disposition Instructions.

1. If directed in writing by the EPA CO, the contractor will retain all or part of the excess Government property under the current contract for possible future requirements. The contractor shall request, from the PLCO, withdrawal from the inventory schedule of those items to be retained.

2. If directed in writing by the EPA CO, the contractor shall transfer the property to another EPA contractor. The contractor will transfer the property by shipping it in accordance with the instructions provided by the CO. The contractor shall request, from the PLCO, withdrawal from the inventory schedule of those items to be transferred. Further, the contractor shall notify the CO when the transfer is complete.

3. If directed in writing by the EPA CO, the contractor shall transfer the property to EPA. The contractor shall ship/deliver the property in accordance with the instructions provided by the CO. The contractor will request, from the PLCO, withdrawal from the inventory schedule of those items to be transferred to EPA. Further, the contractor shall notify the CO when the transfer is complete.

4. The contractor will ship the property elsewhere if directed, in writing, by the PLCO.

5. The PLCO will either conduct the sale or instruct the contractor to conduct a sale of surplus property. The contractor will allow prospective bidders access to property offered for sale.

6. Property abandoned by the PLCO on the contractor's site must be disposed of in a manner that does not endanger the health and safety of the public.

7. To effect transfer of accountability, the contractor shall provide the recipient of the property with the applicable data elements set forth in Attachment 1 of this clause. The contractor shall also obtain either a signed receipt from the recipient, or proof of shipment. The contractor shall update the

official Government property record to indicate the disposition of the item and to close the record.

9. CONTRACT CLOSEOUT. The contractor shall complete a physical inventory of all Government property at contract completion and the results, including any discrepancies, shall be reported to the DCMA PA. In the case of a terminated contract, the contractor shall comply with the inventory requirements set forth in the applicable termination clause. The results of the inventory, as well as a detailed inventory listing, must be forwarded to the CO. For terminated contracts, the contractor will conduct and report the inventory results as directed by the CO.

However, in order to expedite the disposal process, contractors may be required to, or may elect to submit to the CO, an inventory schedule for disposal purposes up to six (6) months prior to contract completion. If such an inventory schedule is prepared, the contractor must indicate the earliest date that each item may be disposed.

The contractor shall update all property records to show disposal action. The contractor shall notify the DCMA PA, in writing, when all work has been completed under the contract and all Government property accountable to the contract has been disposed.

Attachment 1

REQUIRED DATA ELEMENTS. Where applicable (all elements are not applicable to material) the contractor is required to maintain, at a minimum, the information related to the following data elements for EPA Government property:

Contractor Identification/Tag Number;
Description;
Manufacturer;
Model;
Serial Number;
Acquisition Date;
Date received;
Acquisition Cost*;
Acquisition Document Number;
Location;
Contract Number;
Account Number (if supplied);
Superfund (Yes/No);
Inventory Performance Date;
Disposition Date.

* Acquisition cost shall include the price of the item plus all taxes, transportation and installation charges allocable to that item.

NOTE: For items comprising a system which is defined as, "a group of interacting items functioning as a complex whole," the contractor may maintain the record as a system noting all components of the system under the main component or maintain individual records for each item. However, for the Annual Report of Government Property, the components must be reported as a **system** with one total dollar amount for the system, if that system total is \$25,000 or more.

G.13 DESIGNATION OF PROPERTY ADMINISTRATOR (EP 52.245-140) (SEP 1994)

The contract property administrator, EPA Contract Property Coordinator (CPC) is Barry M Sherr, he can be reached at:

EPA Property Administration Office
Attn: Barry M. Sherr (3802R)
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington, DC 20460-0001

Office Phone: (202) 564-2764
Office Fax: (202) 564-2474
Email: sherr.barry@epa.gov

is the Contracting Officer's designated representative on property matters. The Contractor shall furnish all required information on property to the property administrator.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 DISPLAY OF EPA OFFICE OF INSPECTOR GENERAL HOTLINE POSTER (EPAAR 1552.203-71) (AUG 2000)

(a) For EPA contracts valued at \$1,000,000 or more including all contract options, the contractor shall prominently display EPA Office of Inspector General Hotline posters in contractor facilities where the work is performed under the contract.

(b) Office of Inspector General hotline posters may be obtained from the EPA Office of Inspector General, ATTN: OIG Hotline (2443), 1200 Pennsylvania Avenue, NW, Washington, DC 20460, or by calling (202) 260-5113.

(c) The Contractor need not comply with paragraph (a) of this clause if it has established a mechanism, such as a hotline, by which employees may report suspected instances of improper conduct, and provided instructions that encourage employees to make such reports.

H.2 PRINTING (EPAAR 1552.208-70) (OCT 2000)

(a) *Definitions.*

"Printing" is the process of composition, plate making, presswork, binding and microform; or the end items produced by such processes and equipment. Printing services include newsletter production and periodicals which are prohibited under EPA contracts.

"Composition" applies to the setting of type by hot-metal casting, photo typesetting, or electronic character generating devices for the purpose of producing camera copy, negatives, a plate or image to be used in the production of printing or microform.

"Camera copy" (or "camera-ready copy") is a final document suitable for printing/duplication.

"Desktop Publishing" is a method of composition using computers with the final output or generation of camera copy done by a color inkjet or color laser printer. This is not considered "printing." However, if the output from desktop publishing is being sent to a typesetting device (i.e., Linotronic) with camera copy being produced in either paper or negative format, these services are considered "printing".

"Microform" is any product produced in a miniaturized image format, for mass or general distribution and as a substitute for conventionally printed material. Microform services are classified as printing services and includes microfiche and microfilm. The contractor may make up to two sets of microform files for archival purposes at the end of the contract period of performance.

"Duplication" means the making of copies on photocopy machines employing electrostatic, thermal, or other processes without using an intermediary such as a negative or plate.

"Requirement" means an individual photocopying task. (There may be multiple requirements under a Work Assignment or Delivery Order. Each requirement would be subject to the photocopying limitation of 5,000 copies of one page or 25,000 copies of multiple pages in the aggregate per requirement).

(b) Prohibition.

The contractor shall not engage in, nor subcontract for, any printing in connection with the performance of work under this contract. Duplication of more than 5,000 copies of one page or more than 25,000 copies of multiple pages in the aggregate per requirement constitutes printing. The intent of the limitation is not to allow the duplication of final documents for use by the Agency. In compliance with EPA Order 2200.4a, EPA Publication Review Procedure, the Office of Communications, Education, and Media Relations is responsible for the review of materials generated under a contract published or issued by the Agency under a contract intended for release to the public.

(c) Affirmative Requirements.

(1) Unless otherwise directed by the contracting officer, the contractor shall use double-sided copying to produce any progress report, draft report or final report.

(2) Unless otherwise directed by the contracting officer, the contractor shall use recycled paper for reports delivered to the Agency which meet the minimum content standards for paper and paper products as set forth in EPA's Web site for the Comprehensive Procurement Guidelines at: <http://www.epa.gov/cpg/>.

(d) Permitted Contractor Activities.

(1) The prohibitions contained in paragraph (b) do not preclude writing, editing, or preparing manuscript copy, or preparing related illustrative material to a final document (camera-ready copy) using desktop publishing.

(2) The contractor may perform a requirement involving the duplication of less than 5,000 copies of only one page, or less than 25,000 copies of multiple pages in the aggregate, using one color (black), so long as such pages do not exceed the maximum image size of 10\3/4\ by 14\1/4\ inches, or 11 by 17 paper stock. Duplication services below these thresholds are not considered printing. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress. The intent of the limitation is to allow ``incidental'' duplication (drafts, proofs) under a contract. The intent of the limitation is not to allow the duplication of copies of final documents for use by the Agency or as distributed as instructed by the Agency.

(3) The contractor may perform a requirement involving the multi-color duplication of no more than 100 pages in the aggregate using color copier technology, so long as such pages do not exceed the maximum image size of 10\3/4\ by 14\1/4\ inches, or 11 by 17 paper stock. Duplication services below these thresholds are not considered printing. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress.

(4) The contractor may perform the duplication of no more than a total of 100 diskettes or CD-ROM's. Duplication services below these thresholds are not considered printing. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress.

(e) *Violations.*

The contractor may not engage in, nor subcontract for, any printing in connection with the performance of work under the contract. The cost of any printing services in violation of this clause will be disallowed, or not accepted by the Government.

(f) *Flowdown Provision.*

The contractor shall include in each subcontract which may involve a requirement for any printing/duplicating/copying a provision substantially the same as this clause.

H.3 ORGANIZATIONAL CONFLICTS OF INTEREST (EPAAR 1552.209-71) (MAY 1994)

(a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.

(b) Prior to commencement of any work, the Contractor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the firm may have. In emergency situations, however, work may begin but notification shall be made within five (5) working days.

(c) The Contractor agrees that if an actual or potential organizational conflict of interest is identified during performance, the Contractor will immediately make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. The Contractor shall continue performance until notified by the Contracting Officer of any contrary action to be taken.

(d) Remedies - The EPA may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose it or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

(e) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph (e), unless otherwise authorized by the Contracting Officer.

H.4 NOTIFICATION OF CONFLICTS OF INTEREST REGARDING PERSONNEL (EPAAR 1552.209-73) (MAY 1994)

(a) In addition to the requirements of the contract clause entitled

"Organizational Conflicts of Interest," the following provisions with regard to employee personnel performing under this contract shall apply until the earlier of the following two dates: the termination date of the affected employee(s) or the expiration date of the contract.

(b) The Contractor agrees to notify immediately the EPA Project Officer and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding this contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work.

(c) The Contractor agrees to notify each Project Officer and Contracting Officer prior to incurring costs for that employee's work when an employee may have a personal conflict of interest. In the event that the personal conflict of interest does not become known until after performance on the contract begins, the Contractor shall immediately notify the Contracting Officer of the personal conflict of interest. The Contractor shall continue performance of this contract until notified by the Contracting Officer of the appropriate action to be taken.

(d) The Contractor agrees to insert in any subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph (d), unless otherwise authorized by the Contracting Officer.

H.5 LIMITATION OF FUTURE CONTRACTING (RAC)

(a) The parties to this contract agree that the Contractor will be restricted in its future contracting in the manner described below. Except as specifically provided in this clause, the Contractor shall be free to compete for contracts on an equal basis with other companies.

(b) The Contractor will be ineligible to enter into a contract for remedial action projects for which the Contractor has developed the statement of work or the solicitation package.

(c) The following applies when work is performed under this contract: Unless prior written approval is obtained from the cognizant EPA Contracting Officer, the Contractor, during the life of the work assignment, task order, or tasking document and for a period of five (5) years after the completion of the work assignment, task order, or tasking document, agrees not to enter into a contract with or to represent any party, other than EPA, with respect to: (1) any work relating to CERCLA activities which pertain to a site where the Contractor previously performed work for EPA under this contract; or (2) any work that may jeopardize CERCLA enforcement actions which pertain to a site where the Contractor previously performed work for the EPA under this contract.

(d) The Contractor and any subcontractors, during the life of this contract, shall be ineligible to enter into an EPA contract or a subcontract under an EPA contract, which supports EPA's performance of Superfund Headquarters policy work

including support for the analysis and development of regulations, policies, or guidance that govern, affect, or relate to the conduct of response action activities, unless otherwise authorized by the Contracting Officer. Examples of such contracts include, but are not limited to, Superfund Management and Analytical support contracts, and Superfund Technical and Analytical support contracts.

(e) The Contractor agrees in advance that if any bids/proposals are submitted for any work that would require written approval of the Contracting Officer prior to entering into a contract subject to the restrictions of this clause, then the bids/proposals are submitted at the Contractor's own risk. Therefore, no claim shall be made against the Government to recover bid/proposal costs as a direct cost whether the request for authorization to enter into the contract is denied or approved.

(f) To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the Contractor shall protect such data from unauthorized use and disclosure.

(g) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for nondiscretionary technical or engineering services, including treatability studies, well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph (g) unless otherwise authorized by the Contracting Officer. The Contractor may request in writing that the Contracting Officer exempt from this clause a particular subcontract or consultant agreement for nondiscretionary technical or engineering services not specifically listed above, including laboratory analysis. The Contracting Officer will review and evaluate each request on a case-by-case basis before approving or disapproving the request.

(h) If the Contractor seeks an expedited decision regarding its initial future contracting request, the Contractor may submit its request to both the Contracting Officer and the next administrative level within the Contracting Officer's organization.

(i) A review process available to the Contractor when an adverse determination is received shall consist of a request for reconsideration to the Contracting Officer or a request for review submitted to the next administrative level within the Contracting Officer's organization. An adverse determination resulting from a request for reconsideration by the Contracting Officer will not preclude the contractor from requesting a review by the next administrative level. Either a request for review or a request for reconsideration must be submitted to the appropriate level within 30 calendar days after receipt of the initial adverse determination.

H.6 CONTRACTOR PERFORMANCE EVALUATIONS

The contracting officer shall complete a Contractor Performance Report (Report) within ninety (90) business days after the end of each 12 months of contract performance (interim Report) or after the last 12 months (or less) of contract performance (final Report) in accordance with EPAAR 1509.170-5. The contractor shall be evaluated based on the following ratings:

0 = Unsatisfactory,
1 = Marginal,
2 = Satisfactory,
3 = Very Good,
4 = Exceptional,
N/A = Not Applicable.

The contractor may be evaluated based on the following performance categories:

Quality,
Cost Control,
Timeliness of Performance,
Business Relations,
Compliance with Labor Standards,
Compliance with Safety Standards, and
Meeting Small Disadvantaged Business Subcontracting Requirements.

(a) The contracting officer shall initiate the process for completing interim Reports within five (5) business days after the end of each 12 months of contract performance by requesting the project officer to evaluate contractor performance for the interim Report. In addition, the contracting officer shall initiate the process for completing final Reports within five (5) business days after the last 12 months (or less) of contract performance by requesting the project officer to evaluate contractor performance for the final Report. The final Report shall cover the last 12 months (or less) of contract performance. Within thirty (30) business days after the project officer receives a request from the contracting officer to complete an evaluation, the project officer shall:

(1) Complete a description of the contract requirements;

(2) Evaluate contractor performance and assign a rating for quality, cost control, timeliness of performance, compliance with labor standards, and compliance with safety standards performance categories (including a narrative for each rating);

(3) Provide any information regarding subcontracts, key personnel, and customer satisfaction;

(4) Assign a recommended rating for the business relations performance category (including a narrative for the rating); and

(5) Provide additional information appropriate for the evaluation or future evaluations.

(b) The contracting officer shall:

(1) Ensure the accuracy of the project officer's evaluation by verifying that the information in the contract file corresponds with the designated project officer's ratings;

(2) Assign a rating for the business relations and meeting small disadvantaged business subcontracting requirements performance categories (including a narrative for each rating).

(3) Concur with or revise the project officer's ratings after consultation with the project officer;

(4) Provide any additional information concerning the quality, cost control, timeliness of performance, compliance with labor standards, and compliance with safety standards performance categories if deemed appropriate for the evaluation or future evaluations (if any), and provide any information regarding subcontracts, key personnel, and customer satisfaction; and

(5) Forward the Report to the contractor within ten (10) business days after the contracting officer receives the project officer's evaluation.

(c) The contractor shall be granted thirty (30) business days from the date of the contractor's receipt of the Report to review and provide a response to the contracting officer regarding the contents of the Report. The contractor shall:

(1) Review the Report;

(2) Provide a response (if any) to the contracting officer on company letter head or electronically;

(3) Complete contractor representation information; and

(4) Forward the Report to the contracting officer within the designated thirty (30) business days.

(d) The contractor's response to the Report may include written comments, rebuttals (disagreements), or additional information. If the contractor does not respond to the Report within the designated thirty (30) business days, the specified ratings in the Report are deemed appropriate for the evaluation period. In this instance, the contracting officer shall complete the Agency review and sign the Report within three (3) business days after expiration of the specified 30 business days.

(e) If the contractor submits comments, rebuttals (disagreements), or additional information to the contracting officer which contests the ratings, the contracting officer, in consultation with the project officer, shall initially try to resolve the disagreement(s) with the contractor.

(f) If the disagreement(s) is (are) not resolved between the contractor and the contracting officer, the contracting officer shall provide a written recommendation to one level above the contracting officer for resolution as promptly as possible, but no later than five (5) business days after the contracting officer is made aware that the disagreement(s) has (have) not been resolved with the contractor. The individual who is one level above the contracting officer shall:

(1) Review the contracting officer's written recommendation; and

(2) Provide a written determination to the contracting officer for summary ratings (ultimate conclusion for ratings pertaining to the performance period being evaluated) within five (5) business days after the individual one level above the contracting officer receives the contracting officer's written recommendation.

(g) If the disagreement is resolved, the contracting officer shall complete the Agency review and sign the Report within three (3) business days after

consultation.

(h) The contracting officer shall complete the Agency review and sign the Report within three (3) business days after the contracting officer receives a written determination for summary ratings from one level above the contracting officer.

(i) An interim or final Report is considered completed after the contracting officer signs the Report. The contracting officer must provide a copy of completed Reports (interim and final) to the contractor within two (2) business days after completion.

H.7 OPTION TO EXTEND THE TERM OF THE CONTRACT-- COST-PLUS-AWARD-FEE CONTRACT (EPAAR 1552.217-72) (APR 1984)

The Government has the option to extend the term of this contract for 1 additional periods. If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option.

Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover:

Period	Start Date	End Date
Option Period	June 26, 2011	June 25, 2016

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of 50,000 direct labor hours.

(c) The "Estimated Cost Base Fee and Award Fee" clause will be amended to reflect increased estimated costs and base fee and award fee pool for each option period as follows:

	Estimated Costs	Base Fee	Award Fee	Estimated Cost plus fee
Term Form (less Subcontracting Pool)				

(d) If this contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows:

Not Applicable

H.8 OPTION FOR INCREASED QUANTITY - COMPLETION CEILING

(a) By issuing a contract modification, the Government may increase the completion form ceiling as follows:

(1) **Base Period.** The Completion Form ceiling may be increased in multiples of \$5,000,000, to a maximum of \$XXX. The Government may issue a total of 7 incremental options to increase the Completion Form ceiling. The total ceiling dollars available during the Base Period shall not exceed the \$35,000,000.

(2) **Option Period.** The Completion Form ceiling may be increased in multiples of \$5,000,000, to a maximum of \$XXX. The Government may issue a total of 7 incremental options to increase the Completion Form ceiling. The total ceiling dollar available during the Option Period shall not exceed \$35,000,000.

(b) If the Government exercises these incremental options, the following increases will be incorporated into the contract:

Increments	Estimated Costs	Fee Pool*	Total
Base Period (1-7)			
Option Period (1-7)			

* The base and award fee will be established during the negotiations of the Work Assignment Plan. The base fee under no circumstances will exceed XX%.

(c) When these incremental options are exercised, the clause entitled "Estimated Cost, Base Fee, and Award Fee," and the clause entitled "Completion Form Ceiling," will be modified accordingly.

H.9 OPTION FOR INCREASED QUANTITY - TERM FORM SEGMENT

(a) By issuing a contract modification, the Government may increase the estimated level of effort as follows :

(1) **Base Period.** For the Term Form Segment, the Government may issue a maximum of 16 incremental options to increase the level of effort in multiples of 10,000 direct labor hours during the Base Period for a maximum of 160,000 optional direct labor hours. The total number of direct labor hours ordered during the Base Period, including all incremental option quantities, shall not exceed 210,000 hours, except as provided in Clause B.1, paragraph (c).

(2) **Option Period.** For the Term Form Segment, the Government may issue a maximum of 16 incremental options to increase the level of effort in multiples of 10,000 direct labor hours during the Option Period for a maximum of 160,000 optional direct labor hours. The total number of direct labor hours ordered during the Option Period, including all incremental option quantities, shall not exceed 210,000 hours, except as provided in Clause B.1, paragraph (c).

(b) If the Government exercises these incremental options, the following increases will be incorporated into the contract::

Increments	Estimated Costs	Base Fee	Award Fee	Total
Base Period (1-16)				
Option Period(1-16)				

(c) When these incremental options are exercised, paragraph (a) of the "Level of Effort Clause" and the

"Estimated Cost, Base Fee and Award Fee" clause will be modified accordingly.

H.10 OPTION FOR INCREASED QUANTITY - SUBCONTRACTING POOL

(a) By issuing a contract modification, the Government may increase the Subcontracting Pool ceiling as follows:

(1) **Base Period.** The Subcontracting Pool may be increased in multiples of \$5,000,000, to a maximum of \$XXX. The Government may issue a total of 25 incremental options to increase the Subcontracting Pool ceiling. The total Subcontracting Pool dollars available during the Base Period shall not exceed \$125,000,000.

(2) **Option Period.** The Subcontracting Pool may be increased in multiples of \$5,000,000, to a maximum of \$XXX. The Government may issue a total of 25 incremental options to increase the Subcontracting Pool ceiling. The total Subcontracting Pool dollars available during the Option Period shall not exceed \$125,000,000.

(b) If the Government exercises these incremental options, the following increases will be incorporated into the contract:

Increments	Estimated Costs	Base Fee	Award Fee	Total
Base Period (1-25)				
Option Period (1-25)				

(c) When these incremental options are exercised, the clause entitled "Estimated Cost, Base Fee, and Award Fee" and the clause entitled "Subcontracting Pool - Term Form Segment" will be modified accordingly.

H.11 UTILIZATION OF RURAL AREA SMALL BUSINESS CONCERNS (EP 52.219-110) (APR 1990)

(a) (1) "Rural area small business concern," as used in this clause, means a small business concern that is located and conducts its principal operations in a rural geographic area (county or parish) listed in the Small Business Administration's Listing of Non-Metropolitan Rural Counties by State.

(a) (2) "Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standard in 13 CFR 121.

(b) It is the policy of the Environmental Protection Agency (EPA) that rural area small business concerns shall have the maximum practicable opportunity to participate in performing contracts awarded by EPA.

(c) The contractor shall use its best efforts to give rural area small business concerns the opportunity to participate in the subcontracts it awards to the fullest extent consistent with efficient performance of this contract.

(d) The contractor shall incorporate the substance of this clause in any subcontract that may provide for additional subcontracting opportunities.

H.12 UTILIZATION OF HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (EP 52.219-115) (JUL 1991)

(a) It is the Policy of the Environmental Protection Agency that historically black colleges and universities shall have the maximum practicable opportunity to participate in performing contracts awarded by the Agency.

(b) The Contractor shall use its best efforts to give historically black colleges and universities the opportunity to participate in any subcontracts awarded to the fullest extent consistent with efficient performance of this contract.

(c) The contractor shall incorporate the substance of this clause in any subcontract which may provide for additional subcontracting opportunities.

H.13 PROJECT EMPLOYEE CONFIDENTIALITY AGREEMENT (EPAAR 1552.227-76) (MAY 1994)

(a) The Contractor recognizes that Contractor employees in performing this contract may have access to data, either provided by the Government or first generated during contract performance, of a sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Therefore, the Contractor agrees to obtain confidentiality agreements from all of its employees working on requirements under this contract.

(b) Such agreements shall contain provisions which stipulate that each employee agrees that the employee will not disclose, either in whole or in part, to any entity external to EPA, the Department of Justice, or the Contractor, any information or data (as defined in FAR Section 27.401) provided by the Government or first generated by the Contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Contracting Officer. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the Contractor must provide immediate advance notification to the EPA so that the EPA can authorize such disclosure or have the opportunity to take action to prevent such disclosure. Such agreements shall be effective for the life of the contract and for a period of five (5) years after completion of the contract.

(c) The EPA may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to prevent the unauthorized disclosure of information to outside entities. If such a disclosure occurs without the written permission of the EPA Contracting Officer, the Government may terminate the contract, for default or convenience, or pursue other remedies as may be permitted by law or this contract.

(d) The Contractor further agrees to insert in any subcontract or consultant agreement placed hereunder, except for subcontracts or consultant agreements for well drilling, fence erecting, plumbing, utility hookups, security guard services, or electrical services, provisions which shall conform substantially to the language of this clause, including this paragraph, unless otherwise authorized by the Contracting Officer.

H.14 INSURANCE LIABILITY TO THIRD PERSONS (EPAAR 1552.228-70) (OCT 2000)

(a)(1) Except as provided in subparagraph (2) below, the Contractor shall provide and maintain workers' compensation, employer's liability, comprehensive general liability (bodily injury), and comprehensive automobile liability (bodily injury and property damage) insurance, and such other insurance as the Contracting officer may require under this contract.

(2) The Contractor may, with the approval of the Contracting officer, maintain a self-insurance program; provided that, with respect to workers' compensation, the Contractor is qualified pursuant to statutory authority.

(3) All insurance required by this paragraph shall be in a form and amount and for those periods as the Contracting officer may require or approve and with insurers approved by the Contracting officer.

(b) The Contractor agrees to submit for the Contracting officer's approval, to the extent and in the manner required by the Contracting officer, any other insurance that is maintained by the Contractor in connection with the performance of this contract and for which the Contractor seeks reimbursement.

(c) The Contractor shall be reimbursed for that portion of the reasonable cost of insurance allocable to this contract, and required or approved under this clause, in accordance with its established cost accounting practices.

H.15 STATE AND LOCAL TAXES

In accordance with FAR 29.303 and FAR 31.205-41, the Contractor or any subcontractor under this contract shall not be reimbursed for payment of any State and local taxes for which an exemption is available. The Contractor is responsible for determining the availability of State and local tax exemptions and obtaining such exemptions, if available. The Contractor shall include this clause, suitably modified to identify the parties, in all subcontracts at any tier. The Contractor shall notify the Contracting Officer if problems arise in obtaining a State and local tax exemption. The contractor may seek a waiver by the Contracting Officer from this requirement if the administrative burden of seeking an exemption appears to outweigh the potential savings to the Government.

H.16 SCREENING BUSINESS INFORMATION FOR CLAIMS OF CONFIDENTIALITY (EPAAR 1552.235-70) (APR 1984)

(a) Whenever collecting information under this contract, the Contractor agrees to comply with the following requirements:

(1) If the Contractor collects information from public sources, such as books, reports, journals, periodicals, public records, or other sources that are available to the public without restriction, the Contractor shall submit a list of these sources to the appropriate program office at the time the information is initially submitted to EPA. The Contractor shall identify the information according to source.

(2) If the Contractor collects information from a State or local Government or from a Federal agency, the Contractor shall submit a list of these sources to the appropriate program office at the time the information is initially submitted to EPA. The Contractor shall identify the information according to source.

(3) If the Contractor collects information directly from a business or from a source that represents a business or businesses, such as a trade association:

(i) Before asking for the information, the Contractor shall identify

itself, explain that it is performing contractual work for the Environmental Protection Agency, identify the information that it is seeking to collect, explain what will be done with the information, and give the following notice:

(A) You may, if you desire, assert a business confidentiality claim covering part or all of the information. If you do assert a claim, the information will be disclosed by EPA only to the extent, and by means of the procedures, set forth in 40 CFR Part 2, Subpart B.

(B) If no such claim is made at the time this information is received by the Contractor, it may be made available to the public by the Environmental Protection Agency without further notice to you.

(C) The Contractor shall, in accordance with FAR Part 9, execute a written agreement regarding the limitations of the use of this information and forward a copy of the agreement to the Contracting Officer.

(ii) Upon receiving the information, the Contractor shall make a written notation that the notice set out above was given to the source, by whom, in what form, and on what date.

(iii) At the time the Contractor initially submits the information to the appropriate program office, the Contractor shall submit a list of these sources, identify the information according to source, and indicate whether the source made any confidentiality claim and the nature and extent of the claim.

(b) The Contractor shall keep all information collected from nonpublic sources confidential in accordance with the clause in this contract entitled "Treatment of Confidential Business Information" as if it had been furnished to the Contractor by EPA.

(c) The Contractor agrees to obtain the written consent of the Contracting Officer, after a written determination by the appropriate program office, prior to entering into any subcontract that will require the subcontractor to collect information. The Contractor agrees to include this clause, including this paragraph (c), and the clause entitled "Treatment of Confidential Business Information" in all subcontracts awarded pursuant to this contract that require the subcontractor to collect information.

H.17 TREATMENT OF CONFIDENTIAL BUSINESS INFORMATION (EPAAR 1552.235-71) (APR 1984)

(a) The Contracting Officer, after a written determination by the appropriate program office, may disclose confidential business information (CBI) to the Contractor necessary to carry out the work required under this contract. The Contractor agrees to use the CBI only under the following conditions:

(1) The Contractor and Contractor's employees shall: (i) use the CBI only for the purposes of carrying out the work required by the contract; (ii) not disclose the information to anyone other than properly cleared EPA employees without the prior written approval of the Assistant General Counsel for Contracts and Information Law; and (iii) return to the Contracting Officer all copies of the information, and any abstracts or excerpts therefrom, upon request by the Contracting Officer, whenever the information is no longer required by the Contractor for the performance of the work required by the contract, or upon completion of the contract.

(2) The Contractor shall obtain a written agreement to honor the above limitations from each of the Contractor's employees who will have access to the information before the employee is allowed access.

(3) The Contractor agrees that these contract conditions concerning the use and disclosure of CBI are included for the benefit of, and shall be enforceable by, both EPA and any affected businesses having a proprietary interest in the information.

(4) The Contractor shall not use any CBI supplied by EPA or obtained during performance hereunder to compete with any business to which the CBI relates.

(b) The Contractor agrees to obtain the written consent of the CO, after a written determination by the appropriate program office, prior to entering into any subcontract that will involve the disclosure of CBI by the Contractor to the subcontractor. The Contractor agrees to include this clause, including this paragraph (b), in all subcontracts awarded pursuant to this contract that require the furnishing of CBI to the subcontractor.

H.18 RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (EPAAR 1552.235-79) (APR 1996)

(a) The Environmental Protection Agency (EPA) may find it necessary to release information submitted by the Contractor either in response to this solicitation or pursuant to the provisions of this contract, to individuals not employed by EPA. Business information that is ordinarily entitled to confidential treatment under existing Agency regulations (40 C.F.R. Part 2) may be included in the information released to these individuals. Accordingly, by submission of this proposal or signature on this contract or other contracts, the Contractor hereby consents to a limited release of its confidential business information (CBI).

(b) Possible circumstances where the Agency may release the Contractor's CBI include, but are not limited to the following:

(1) To other Agency contractors tasked with assisting the Agency in the recovery of Federal funds expended pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. Sec. 9607, as amended, (CERCLA or Superfund);

(2) To the U.S. Department of Justice (DOJ) and contractors employed by DOJ for use in advising the Agency and representing the Agency in procedures for the recovery of Superfund expenditures;

(3) To parties liable, or potentially liable, for costs under CERCLA Sec. 107 (42 U.S.C. Sec. 9607), et al, and their insurers (Potentially Responsible Parties) for purposes of facilitating settlement or litigation of claims against such parties;

(4) To other Agency contractors who, for purposes of performing the work required under the respective contracts, require access to information the Agency obtained under the Clean Air Act (42 U.S.C. 7401 et seq.); the Federal Water Pollution Control Act (33 U.S.C.1251 et seq.); the Safe Drinking Water Act (42 U.S.C. 300f et seq.); the Federal Insecticide, Fungicide and Rodenticide Act (7 U.S.C. 136 et seq.); the Resource Conservation and Recovery Act (42 U.S.C. 6901 et seq.); the Toxic Substances Control Act (15 U.S.C. 2601 et seq.); or the

Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. 9601 et seq.);

(5) To other Agency contractors tasked with assisting the Agency in handling and processing information and documents in the administration of Agency contracts, such as providing both preaward and post award audit support and specialized technical support to the Agency's technical evaluation panels;

(6) To employees of grantees working at EPA under the Senior Environmental Employment (SEE) Program;

(7) To Speaker of the House, President of the Senate, or Chairman of a Committee or Subcommittee;

(8) To entities such as the General Accounting Office, boards of contract appeals, and the Courts in the resolution of solicitation or contract protests and disputes;

(9) To Agency contractor employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency; and

(10) Pursuant to a court order or court-supervised agreement.

(c) The Agency recognizes an obligation to protect the contractor from competitive harm that may result from the release of such information to a competitor. (See also the clauses in this document entitled "Screening Business Information for Claims of Confidentiality" and "Treatment of Confidential Business Information.") Except where otherwise provided by law, the Agency will permit the release of CBI under subparagraphs (1), (3), (4), (5), (6), or (9) only pursuant to a confidentiality agreement.

(d) With respect to contractors, 1552.235-71 will be used as the confidentiality agreement. With respect to Potentially Responsible Parties, such confidentiality agreements may permit further disclosure to other entities where necessary to further settlement or litigation of claims under CERCLA. Such entities include, but are not limited to accounting firms and technical experts able to analyze the information, provided that they also agree to be bound by an appropriate confidentiality agreement.

(e) This clause does not authorize the Agency to release the Contractor's CBI to the public pursuant to a request filed under the Freedom of Information Act.

(f) The Contractor agrees to include this clause, including this paragraph (f), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of confidential business information by the subcontractor.

H.19 DATA SECURITY FOR FIFRA CONFIDENTIAL BUSINESS INFORMATION (EP 52.235-140) (AUG 1993)

The Contractor shall handle Federal Insecticide, Fungicide, Rodenticide Act (FIFRA) confidential business information (CBI) in accordance with the contract clause entitled "Treatment of Confidential Business Information" and "Screening Business Information for Claims of Confidentiality," the provisions set forth below, and the Contractor's approved detailed security plan.

(a) The Project Officer (PO) or his/her designee, after a written determination by the appropriate program office, may disclose FIFRA CBI to the contractor necessary to carry out the work required under this contract. The Contractor shall protect all FIFRA CBI to which it has access (including CBI used in its computer operations) in accordance with the following requirements:

(1) The Contractor and Contractor's employees shall follow the security procedures set forth in the FIFRA Information Security Manual. The manual may be obtained from the Project Officer (PO) or the Chief, Information Services Branch (ISB), Program Management and Support Division, Office of Pesticide Programs (OPP) (H7502C), U.S. Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460.

(2) The Contractor and Contractor's employees shall follow the security procedures set forth in the Contractor's security plan(s) approved by EPA.

(3) Prior to receipt of FIFRA CBI by the Contractor, the Contractor shall submit a certification statement to the Chief of the ISB, with a copy to the Contracting Officer (CO), certifying that all employees who will be cleared for access to FIFRA CBI have been briefed on the handling, control and security requirements set forth in the FIFRA Information Security Manual.

(4) The Contractor Document Control Officer (DCO) shall obtain a signed copy of the FIFRA "Contractor Employee Confidentiality Agreement" from each of the Contractor's employees who will have access to the information before the employee is allowed access.

(b) The Contractor agrees that these requirements concerning protection of FIFRA CBI are included for the benefit of, and shall be enforceable by, both EPA and any affected business having a proprietary interest in the information.

(c) The Contractor understands that CBI obtained by EPA under FIFRA may not be disclosed except as authorized by the Act, and that any unauthorized disclosure by the Contractor or the Contractor's employees may subject the Contractor and the Contractor's employees to the criminal penalties specified in FIFRA (7 U.S.C. 136h(f)). For purposes of this contract, the only disclosures that EPA authorizes the Contractor to make are those set forth in the clause entitled "Treatment of Confidential Business Information."

(d) The Contractor agrees to include the provisions of this clause, including this paragraph (d), in all subcontracts awarded pursuant to this contract that require the furnishing of CBI to the subcontractor.

(e) At the request of EPA or at the end of the contract, the Contractor shall return to the EPA PO or his/her designee all documents, logs, and magnetic media which contain FIFRA CBI. In addition, each Contractor employee who has received FIFRA CBI clearance will sign a "Confidentiality Agreement for Contractor Employees Upon Relinquishing FIFRA CBI Access Authority". The Contractor DCO will also forward those agreements to the EPA PO or his/her designee, with a copy to the CO, at the end of the contract.

(f) If, subsequent to the date of this contract, the Government changes the security requirements, the CO shall equitably adjust affected provisions of this contract, in accordance with the "Changes" clause when:

(1) The Contractor submits a timely written request for an equitable adjustment; and

(2) The facts warrant an equitable adjustment.

H.20 TECHNICAL DIRECTION (EPAAR 1552.237-71) (APR 1984) DEVIATION

(a) The Project Officer is the primary representative of the Contracting Officer authorized to provide technical direction on contract performance.

(b) Individuals other than the Project Officer may be authorized to provide technical direction. If individuals other than the Project Officer are authorized to provide technical direction, their names will be specified in the contract, delivery order, work assignment or technical direction document as appropriate. A Delivery Order Project Officer, Work Assignment Manager or Task Manager is authorized to provide technical direction, subject to the limitations set forth below, only on his/her delivery order, work assignment or technical direction document.

(c) Technical direction includes:

(1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work.

(2) Comments on and approval of reports or other deliverables.

(d) Technical direction must be within the contract and the delivery order, work assignment or technical direction document statement of work. The Project Officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes additional work outside the scope of the contract, delivery order, work assignment or technical direction document; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract, delivery order, work assignment or technical direction document; (4) alters the period of performance; or (5) changes any of the other express terms or conditions of the contract, delivery order, work assignment or technical direction document.

(e) Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Project Officer.

H.21 KEY PERSONNEL (EPAAR 1552.237-72) (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel plus other key personnel, if any, that the Contractor chooses to include in its proposal:

Program Manager	Ron Riesing, P.E.
Financial Manager	Harry Lukowski
Quality Assurance Officer	Bill Miner, P.E.
Project Manager	Mindy Gould
Project Manager	Jeffrey Lifka
Project Manager	Carol Nissen, P.E., P.G.
Project Manager	Michael Foster, Ph.D., P.G.

Lead Geologist
 Lead Toxicologist/Risk Assessor
 Lead Engineer

Ray Mastrolonardo, P.G.
 Eric Morton
 Stephen Delhomme, P.E.

(b) During the first nine (9) months of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial nine (9) month period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer.

Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

H.22 PAPERWORK REDUCTION ACT (EPAAR 1552.237-75) (APR 1984)

If it is established at award or subsequently becomes a contractual requirement to collect identical information from ten (10) or more public respondents, the Paperwork Reduction Act of 1980, 44 U.S.C. 3501 et seq. applies. In that event, the Contractor shall not take any action to solicit information from any of the public respondents until notified in writing by the Contracting Officer that the required Office of Management and Budget (OMB) final clearance was received.

H.23 GOVERNMENT - CONTRACTOR RELATIONS (EPAAR 1552.237-76) (JUL 1999)

(a) The Government and the Contractor understand and agree that the services to be delivered under this contract by the contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the contract between the Government and the Contractor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.

(b) Contractor personnel under this contract shall not:

(1) Be placed in a position where they are under the supervision, direction, or evaluation of a Government employee.

(2) Be placed in a position of command, supervision, administration or control over Government personnel, or over personnel of other Contractors under other EPA contracts, or become a part of the Government organization.

(3) Be used in administration or supervision of Government procurement activities.

(C) Employee Relationship:

(1) The services to be performed under this contract do not require the Contractor or his/her personnel to exercise personal judgment and discretion on

behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

(2) Rules, regulations, directives, and requirements that are issued by the U.S. Environmental Protection Agency under its responsibility for good order, administration, and security are applicable to all personnel who enter the Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(d) Inapplicability of Employee Benefits: This contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

(1) Payments by the Government under this contract are not subject to Federal income tax withholdings.

(2) Payments by the Government under this contract are not subject to the Federal Insurance Contributions Act.

(3) The Contractor is not entitled to unemployment compensation benefits under the Social Security Act, as amended, by virtue of performance of this contract.

(4) The Contractor is not entitled to workman's compensation benefits by virtue of this contract.

(5) The entire consideration and benefits to the Contractor for performance of this contract is contained in the provisions for payment under this contract.

(e) Notice. It is the Contractor's, as well as, the Government's responsibility to monitor contract activities and notify the Contracting Officer if the Contractor believes that the intent of this clause has been or may be violated.

(1) The Contractor should notify the Contracting Officer in writing promptly, within five (5) calendar days from the date of any incident that the Contractor considers to constitute a violation of this clause. The notice should include the date, nature and circumstance of the conduct, the name, function and activity of each Government employee or Contractor official or employee involved or knowledgeable about such conduct, identify any documents or substance of any oral communication involved in the conduct, and the estimate in time by which the Government must respond to this notice to minimize cost, delay or disruption of performance.

(2) The Contracting Officer will promptly, within ten (10) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

(i) confirm that the conduct is in violation and when necessary direct the mode of further performance,

(ii) countermand any communication regarded as a violation,

(iii) deny that the conduct constitutes a violation and when necessary direct the mode of further performance; or

(iv) in the event the notice is inadequate to make a decision, advise the Contractor what additional information is required, and establish the date by which it should be furnished by the Contractor and the date thereafter by which the Government will respond.

H.24 HEALTH AND SAFETY

The nature of the work to be performed under this contract is inherently hazardous.

In performance of work under this contract the Contractor shall, as a minimum, satisfy all Federal, state, and local statutes, regulations, ordinances, etc., regarding health and safety. Beyond this minimum requirement, the Contractor shall develop and submit for review to the Contracting Officer its corporate health and safety plan in accordance with the statement of work.

H.25 PUBLIC COMMUNICATION

The Contractor shall not represent itself as EPA to outside parties. To maintain public trust and to not mislead the public, the Contractor shall, when communicating with outside parties, explain that it is an Agency Contractor.

H.26 SIGNING OF UNIFORM HAZARDOUS WASTE MANIFESTS AND LAND BAN NOTIFICATION/CERTIFICATION (LOCAL LW-03-01) (DEC 2001)

(a) Unless otherwise directed in writing by the EPA Project Officer, the Contractor is authorized to sign uniform hazardous waste manifest forms (40 CFR Part 262) ("manifests") and land ban notifications/certifications /demonstrations (40 CFR Part 268.7 and .8) ("land ban records") for EPA at Superfund sites which involve off-site transport of hazardous wastes. The Contractor shall sign the manifests and land ban records after writing or printing the phrase "On behalf of the United States Environmental Protection Agency" in the signature block. The Contractor shall not be considered a generator of hazardous wastes solely as a result of having signed the manifests or land ban records of behalf of EPA. Nothing contained in this paragraph shall be construed to create an agency relationship between the Contractor and EPA except with respect to the authorization to sign the manifests and land ban records. This authorization only extends to sites assigned under this contract.

(b) This clause may be inserted in subcontracts. The Contractor may delegate the authority set forth therein to its subcontractors.

H.27 RETENTION AND AVAILABILITY OF CONTRACTOR FILES (LOCAL LW-04-02) (DEC 2001)

(a) This contract contains the Federal Acquisition Regulation Clause 52.215-2 "AUDIT-NEGOTIATION (APR 1984)" wherein the Contractor is required to maintain and make available to the Contracting Officer or representative of the Contracting Officer (in accordance with FAR Subpart 4.7 "Contractor Records Retention") at its office at all reasonable times the books, records, documents, and other evidence relating to this contract including personnel utilization records, site records, and accounting procedures and practices sufficient to reflect properly all costs claimed to have been incurred under this contract. Such files shall be made available for examination, audit or reproduction.

(b) The Contractor is advised that the Government may file suit against potential responsible parties for costs incurred relative to site related cleanup activities. In such proceedings, the Contractor's cost and performance records may become an integral part of the Governments's case.

(c) Accordingly, due to the extended nature of court proceedings and EPA audit requirements, the Contractor shall make available to the Government, and only to the Government, all audit and financial information relative to the work conducted under this contract as well as the information required in the Audit Clause for a total of 10 years after final payment under this negotiated contract in lieu of the 3 year period stated in the clause "AUDIT-NEGOTIATION (APR 1984)." (See FAR 4.703(b)(1))

(d) In addition, the Contractor shall make available to the Government and only to the Government the records relating to any appeals, litigation or the settlement of claims with third parties and which relate to this contract (i.e., cost recovery) until such appeals, litigation, or claims are disposed of.

(e) The Contractor shall not destroy original records relating to the contract until:

(1) All litigation involving the records has been finally settled and approval is obtained from the CO; or

(2) Ten (10) years have passed from the date of final payment and no litigation involving the records has been instituted and approval of the CO is obtained.

In no event should individual records be destroyed if litigation is in process or is pending related to such records.

(f) From time to time, the Government may, in support of litigation cases, have the need for the Contractor to research and make available such records in a form and manner not normally maintained by the Contractor. Such effort shall be deemed to be within the scope of work under this contract. If this effort is required after performance of this contract, a separate negotiated procurement action may be instituted with the Contractor.

(g) The final invoice (completion voucher) submitted hereunder, after physical completion of the contract within the stated period of performance, will represent the final claim under the contract.

H.28 EPA REGIONAL CROSSOVER (LOCAL LW-09-03) (DEC 2001)

(a) In the event of the Contractor's potential or actual conflict of interest in conducting a specific work assignment (as determined by the Contracting Officer), or when the maximum amount of effort has already been ordered or is about to be ordered by the Government, or in any other situation in which it is determined to be in the best interest of the Government, professional services for this Region may be ordered through another Region's contractor.

(b) The Contractor agrees to accept work assignments for services within any other Region, provided the amount of such services, in addition to other work performed under this contract, does not exceed the maximum amounts specified in the Section B clause titled "Estimated Cost, Base Fee and Award Fee."

H.29 UPDATE OF CONFLICT OF INTEREST PLAN (LOCAL LW-09-05) (DEC 2001)

The Contractor shall submit an annual report of any changes to the conflict of interest plan submitted with its offer to the Administrative Contracting Officer.

This update shall cover any changes to the conflict of interest plan in the one-year period after the date of contract award, and all subsequent reports of any changes shall cover successive annual periods thereafter, until expiration or termination of the contract. The report notifying the EPA Contracting Officer of any changes to the conflict of interest plan must be received by the Contracting Officer no later than 45 calendar days after the close of the annual period. If there have been no changes to the conflict of interest plan during the annual period, no report notifying the Contracting Officer is required.

H.30 NOTICE OF AWARD (LOCAL LW-15-06) (DEC 2001)

Within 10 working days after the Contractor awards a subcontract for service, it shall complete and submit to the Contracting Officer a Standard Form 99, Notice of Award of Contract.

H.31 REQUIREMENT TO SUBMIT NOTICE (SF98/98A) (LOCAL LW-22-09) (DEC 2001)

(a) Upon receipt of work assignment the Contractor shall review the Statement of Work and determine whether the principal purpose of the subcontract is for services other than those incidental to performance of professional services. If the principal purpose of the work assignment is for services other than those incidental to the performance of professional services, the resultant subcontract must be a subcontract for services and the Service Contract Act (SCA) of 1965, as amended shall be included. The Contractor shall complete and submit to the Contracting Officer an SF98/98a "Notice of Intention to Make a Service Contract and Response to Notice/Attachment A". The Contractor shall complete the SF 98/98a in accordance with the instructions on the SF98 and FAR Section 22.1008-2. The Contractor may obtain SF98/98As from the Contracting Officer. The Contractor shall submit the notice to the Contracting Officer at least 75 days prior to issuance of an invitation to bid or request for proposal. The Contracting Officer will forward the properly completed SF98/98A to Department of Labor, Wage and Hour Division. Wage and Hour Division will take one of the following actions:

- (i) Issue and attach the applicable wage determination(s);
- (ii) Indicate that no wage determination is in effect for the locality or contract performance;
- (iii) Indicate that the service contract is not applicable; or
- (iv) Return the Notice for additional information.

(b) If it is not possible to submit the Notice 75 days prior to issuance of invitation to bid or request for proposal the Contractor.

H.32 DAVIS-BACON ACT WAGE DETERMINATIONS

(a) When developing solicitations for construction subcontracts exceeding \$2,000 the prime Contractor shall identify the applicable Davis Bacon Act Wage Determination from the "General Wage Determinations issued under Davis- Bacon and Related Acts" which are issued by the Department of Labor and available through the Government Printing Office (see FAR 22.404(3)). The prime Contractor shall notify the EPA Contracting Officer of the appropriate wage determinations to be used prior to issuance of the solicitation and/or prior to bid/proposal receipt.

The prime Contractor shall request the EPA Contracting Officer to provide the applicable Wage Determination if the prime does not have access to the "General Wage Determinations".

(b) In instances where a published wage determination does not exist that is applicable to the work being performance and /or for the location at which the work is being performed, a project wage determination will have to be requested from the Department of Labor. The prime Contractor shall provide the EPA Contracting Officer with sufficient notice for him/her to request a project wage determination from the Department of Labor (see FAR 22.404- 3). The prime Contractor shall forward an SF308, "Request for Determination and Response to Request", with the classifications of labor identified. The EPA Contracting Officer will verify that the information contained on the SF308 is complete and verify the labor classifications requested with the Project Officer and RPM prior to forwarding the SF308 to the Department of Labor.

H.33 NOTIFICATION TO SUBCONTRACTOR AND EMPLOYEES

The Contractor shall ensure that the subcontractor is aware of the labor standard requirements and its responsibilities under these requirements.

At time of award the Contractor shall furnish the subcontractor the Department of Labor Publication WH-1313, Notice to Employees Working on Government Contracts (obtainable from the Contracting Officer) for posting at a prominent and accessible place at the work site before Contractor performance begins.

H.34 DATA (LOCAL LW-27-11) (DEC 2001)

(a) The Contractor hereby agrees to deliver to the Government, as directed in individual work assignments and within the contract period of performance, the following documents:

(1) All originals and copies, and all abstracts or excerpts therefrom, of all information supplied to the Contractor by the Government and specifically designated "Confidential Business Information," pursuant to the contract clause entitled "Treatment of Confidential Information."

(2) All originals and copies, and all abstracts or excerpts therefrom, of all information collected by the Contractor directly from a business or from a source that represents a business or businesses, such as a trade association, pursuant to the contract clause entitled "Screening Business Information for Claims or Confidentiality."

(3) All originals (if originals are unavailable, copies will be acceptable) of all data, as that term is defined in the contract clause entitled "Rights in Data-General," which is pertinent to support of the Emergency Response Program and has been furnished to the Contractor in performance of this contract. In the event that there is any disagreement as to whether certain data is considered pertinent, the Project Officer shall make the final determination. This determination shall not be subject to the terms of the clause entitled "Disputes" set forth in the contract clauses of this contract.

(4) Copies of all other types of additional data, including but not limited to, reference materials, source lists, field notes, log books, chemical data, maps, and photographs pursuant to the contract clause entitled "Additional Data

Requirements."

(b) With regard to all copies of data specifically requested by the Government and supplied in response thereto by the Contractor under the FAR contract clause 52.227-16, entitled "Additional Data Requirements," (Section I, by-reference) the Contractor shall, pursuant to said clause, be entitled to an equitable adjustment to cover the cost of collecting, preparing, editing, duplicating, assembling and shipping the data requested.

(c) The Contractor shall not be required to turn over or provide to the Government any of the following:

(1) Contractual agreements for supplies or services. (This exclusion does not apply, however, to data resulting from such services.)

(2) Contractor and personnel performance ratings and evaluations.

(3) Data previously developed by parties other than the Contractor which was acquired independently of this contract or acquired by the Contractor prior to this contract under condition restricting the Contractor's right to such data.

(d) Upon receipt of all data provided to the Government by the Contractor under Paragraph (a) above, the Government shall acknowledge in writing to the Contractor the receipt of all confidential or other data.

H.35 PERFORMANCE AND PAYMENT BONDS (LOCAL LW-28-13) (DEC 2001)

(a) The Miller Act applies to substantial and segregable construction exceeding \$100,000 under this contract. The Contractor shall furnish payment and performance bonds with the United States as the obligee in amounts specified by the Contracting Officer. Upon request of the prime Contractor and with the consent of the Contracting Officer, the performance bond may be provided by the subcontractor.

(b) In all cases, the Contracting Officer has the latitude to determine that the dollar amount of the Miller Act performance bond shall be "zero".

H.36 ADVANCE AGREEMENT ON BONDING

The Miller Act requires that the prime Contractor obtain performance and payment bonds on substantial and segregable construction exceeding \$100,000 under this contract. When required by the prime Contractor and approved by the Contracting Officer, the prime Contractor may be permitted to fulfill this requirement by requiring that the subcontractor furnish the bonds with the United States named as the obligee on the bond. In that event, it is hereby mutually agreed that there is no intent for the prime Contractor to merely act as the Government's purchasing agent and that this contract shall not be construed as a facilities management contract. It is further agreed that the privity of contract between the prime and the subcontractor and the responsibilities of each is not affected in any way by permitting the subcontractor to provide Miller Act bonds in lieu of the prime Contractor.

H.37 OTHER DIRECT COST AND TRAVEL (LOCAL LW-31-14) (DEC 2001)

(1) Other Direct Costs--Other Direct Costs (ODCs) are items which are allowable and allocable direct costs to the contract for which EPA may reimburse the Contractor. ODCs will be treated in accordance with the Clause entitled "Allowable Cost and Payment (FAR 52.216-7)." Such items shall be charged in accordance with the Contractor's established and accepted accounting practices except as stated below.

(2) Travel--Except as explicitly set forth below, the Contractor shall be reimbursed for allowable and allocable travel costs actually incurred by and paid to the Contractor's employees, provided such costs do not exceed the amount that would be payable to an employee of the Environmental Protection Agency conducting the same travel while on Government business. In determining the dollar value of allowable contractor employee travel costs, the limitation of the Federal Travel Regulations effective on the date of travel will apply to contractor employees to the same extent they apply to Federal Government employees.

(3) The Contractor may be required to furnish to the Contracting Officer documentary proof of every travel expenditure that exceeds seventy-five dollars (\$75), including receipts for common carrier transportation expenditures. Bona fide lodging receipts may be required to be submitted by the Contractor along with the monthly invoices.

(4) The Contractor may elect to reimburse its employees for meals and incidental expenses (as defined in the Federal Travel Regulations) on a per diem basis, and the Contractor will be reimbursed for such payments. In no event shall the reimbursement allowed under this provision exceed the standard per diem for meals and incidental expenses allowable under the Federal Travel Regulations.

(5) To the maximum extent practicable consistent with travel requirements, the Contractor agrees to use the reduced air transportation and hotel/motel rates and services provided through available Government discount air fares and lodging rates for bona fide employees' travel that is otherwise reimbursable as a direct cost pursuant to this contract when use of such rates results in the lowest overall cost. The Contractor shall submit request, including pertinent information, for specific authorization to use these rates to the Contracting Officer.

H.38 EXPERT TESTIMONY (LOCAL LW-37-17) (DEC 2001)

From time to time, the Government may have the need for expert testimony during enforcement proceedings for a given site where the Contractor provided services. In the event such services are required during the term of this contract, such effort shall be considered within the scope of this contract. The individual(s) selected to testify shall be fully knowledgeable of the details of the site under litigation, shall be credible, and be an expert in their field. The testimony shall normally relate to what actions the contractor took at a site. In the event such services are required after performance of this contract, a separate negotiated procurement action may be instituted with the Contractor.

H.39 FUTURE EXPERT CONSULTING SERVICES (LOCAL LW-37-18) (DEC 2001)

It is recognized that, subsequent to the performance period of this contract, the need may arise to provide expert testimony during hearing and/or court proceedings involving site specific activities or other matters, with regard to which personnel provided by the Contractor under this contract (including

subcontractor personnel) would have gained expertise as a result of tasks performed under this contract. Therefore, the Contractor agrees to make available expert consulting services in support of such future proceedings, and to enter into intent agreements as necessary with subcontractors to ensure the availability of subcontractor personnel. These intent agreements to provide such services in the future serve as notices of intent only. Such services are not purchased hereby and will be obtained through a separate contractual agreement.

H.40 RIGHTS OF WAY LAND EASEMENT (LOCAL LW-45-19) (DEC 2001)

The Government shall obtain necessary rights of way, land easements, and any other land agreements necessary to fulfill the requirements of this contract.

H.41 IMPLEMENTATION OF VALUE ENGINEERING ON RACs CONSTRUCTION SUBCONTRACTS

(a) General. This contract is for architect-engineering services. Accordingly, as set forth in FAR 48.104-1(c), the prime contractor shall not share in value engineering savings. However, the contractor shall encourage any subcontractor, under a subcontract for construction as defined in FAR 36.102, to develop, prepare, and submit value engineering change proposals (VECP's) voluntarily. The subcontractor shall share in any instant contract savings realized from accepted VECPs in accordance with the Value Engineering--Construction clause contained in its subcontract.

(b) Definitions. "Collateral costs," as used in this clause, means agency costs of operations, maintenance, logistic support or Government furnished property.

"**Collateral savings**" as used in this clause, means those measurable net reductions resulting from a VECP in the agency's overall projected collateral costs, exclusive of acquisition savings, whether or not the acquisition cost changes.

"**Contractor development and implementation costs**," as used in this clause, means those costs the prime contractor incurs on a VECP specifically in developing, testing, preparing and submitting the VECP, as well as those costs the Contractor incurs to make the contractual changes required by Government acceptance of a VECP.

"**Government costs**," as used in this clause, means those agency costs that result directly from developing and implementing the VECP, such as any net increases in the cost of testing, operations, maintenance, and logistic support. The term does not include the normal administrative costs of processing the VECP.

"**Instant contract savings**," as used in this clause, means the estimated reduction in Contractor or subcontractor cost of performance resulting from acceptance of the VECP, minus allowable Contractor's development and implementation costs, including subcontractors' development and implementation costs (see paragraph (h) below).

"**Value engineering change proposal (VECP)**" means a proposal that--

- (1) Requires a change to the work assignment to implement; and
- (2) Results in reducing the estimated cost of the work assignment without

impairing essential functions or characteristics; provided, that it does not involve a change--

(i) in deliverable end item quantities only; or

(ii) to the contract or work assignment type only.

(c) VECP Preparation. As a minimum, the Contractor shall include in each VECP the information described in subparagraphs (1) through (7) below. If the proposed change is affected by contractually required configuration management or similar procedures, the instructions in those procedures relating to format, identification, and priority assignment shall govern VECP preparation. The VECP shall include the following:

(1) A description of the difference between the existing work assignment requirement and that proposed, the comparative advantages and disadvantages of each, a justification when an item's function or characteristics are being altered, and the effect of the change on the end item's performance.

(2) A list and analysis of the work assignment requirements that must be changed if the VECP is accepted, including any suggested specification revisions.

(3) A separate, detailed cost estimate for--

(i) the affected portions of the existing work assignment requirements, and

(ii) the VECP.

The cost reduction associated with the VECP shall take into account the Contractor's allowable development and implementation costs, including any amount attributable to subcontracts under paragraph (h) below.

(4) A description and estimate of costs the Government may incur in implementing the VECP, such as test and evaluation and operating and support costs.

(5) A prediction of any effects the proposed change would have on collateral costs to the agency.

(6) A statement of the time by which a work assignment modification accepting the VECP must be issued in order to achieve the maximum cost reduction, noting any effect on the work assignment completion time or delivery schedule.

(7) Identification of any previous submissions of the VECP, including the dates submitted, the agencies and contract or work assignment numbers involved, and previous Government actions, if known.

(d) Submission. The Contractor shall submit VECPS to the Resident Engineer at the worksite, with a copy to the Contracting Officer.

(e) Government action.

(1) The Contracting Officer shall notify the Contractor of the status of

the VECP within 45 calendar days after the contracting office receives it.

If additional time is required, the Contracting Officer shall notify the Contractor within the 45-day period and provide the reason for the delay and the expected date of the decision. The Government will process VECPs expeditiously; however, it shall not be liable for any delay in acting upon a VECP.

(2) If the VECP is not accepted, the Contracting Officer shall notify the Contractor in writing, explaining the reasons for rejection. The Contractor may withdraw any VECP, in whole or in part, at any time before it is accepted by the Government. The Contracting Officer may require that the Contractor provide written notification before undertaking significant expenditures for VECP effort.

(3) Any VECP may be accepted, in whole or in part, by the Contracting Officer's award of a modification to a work assignment citing this clause.

The Contracting Officer may accept the VECP, even though an agreement on price reduction has not been reached, by issuing the Contractor a notice to proceed with the change. Until a notice to proceed is issued or a work assignment modification applies a VECP to a work assignment, the Contractor shall perform in accordance with the existing work assignment.

The Contracting Officer's decision to accept or reject all or part of any VECP shall be final and not subject to the Disputes clause or otherwise subject to litigation under the Contract Disputes Act of 1978 (41 U.S.C. 601-613).

(f) Sharing.

(1) The contractor shall not share in any savings attributable to any VECPs. The Government's share of savings shall be determined in accordance with in the Value Engineering -- Construction clause contained in the construction subcontract, described in paragraph (h) below. In no event shall the government's share of savings be less than an amount determined by subtracting Government costs from instant contract savings and multiplying the result by:

(i) 45 percent for fixed-price subcontracts or

(ii) 75 percent for cost-reimbursement subcontracts.

(2) Work Assignment Modifications. Government savings shall be reflected in reductions to the estimated costs of the applicable work assignment incorporated in a work assignment modification which shall--

(i) Accept the VECP;

(ii) Reduce the work assignment estimated cost by the amount of instant contract savings minus the subcontractor's share of savings;

(g) Collateral savings. The Contracting Officer shall be the sole determiner of the amount of collateral savings attributable to any VECP submitted by a subcontractor, and that amount shall not be subject to the Disputes clause or otherwise subject to litigation under 41 U.S.C. 601-613.

(h) Subcontracts. The Contractor shall include an appropriate value

engineering clause in any subcontract of \$50,000 or more and may include one in subcontracts of lesser value. This clause shall be substantially the same as that contained in FAR 52.248-3, modified to reflect the relationship of the parties (e.g., change "contractor" to "subcontractor" in appropriate places). Attached to this clause is an example of an acceptable subcontract Value Engineering clause. Any subcontract containing a Value Engineering clause shall be subject to the provisions of the clause of this contract entitled "Subcontracts (Cost-Reimbursement and Letter Contracts)."

In computing any adjustment in this work assignment's estimated cost under paragraph (f) above, the Contractor's allowable development and implementation costs shall include any subcontractor's allowable development and implementation costs clearly resulting from a VECP accepted by the Government under this contract, but shall exclude any value engineering incentive payments to a subcontractor; provided, that these payments shall not reduce the Government's share of the savings resulting from the VECP.

(i) Data. The Contractor may restrict the Government's right to use any part of a VECP or the supporting data by marking the following legend on the affected parts:

"These data, furnished under the Value Engineering--Construction clause of contract _____, shall not be disclosed outside the Government or duplicated, used or disclosed, in whole or in part, for any purpose other than to evaluate a value engineering change proposal submitted under the clause. This restriction does not limit the Government's right to use information contained in these data if it has been obtained or is otherwise available from the Contractor or from another source without limitations."

If a VECP is accepted, the Contractor hereby grants the Government unlimited rights in the VECP and supporting data, except that, with respect to data qualifying and submitted as limited rights technical data, the Government shall have the rights specified in the contract modification implementing the VECP and shall appropriately mark the data (The terms "unlimited rights" and "limited rights" are defined in Part 27 of the Federal Acquisition Regulation.)

(j) The contractor shall include in its monthly reporting the monthly and cumulative amounts of savings due to the incorporation of any VECPs under this contract.

(k) Neither the base or award fee of this contract shall be increased or decreased as a result of the incorporation of a VECP submitted by a construction subcontractor pursuant to subcontract clause at FAR 52.248-3.

ATTACHMENT TO "IMPLEMENTATION OF VALUE ENGINEERING ON RAC CONSTRUCTION SUBCONTRACTS"

Value Engineering--Construction

(a) General. The subcontractor is encouraged to develop, prepare, and submit value engineering change proposals (VECP's) voluntarily. The subcontractor shall share in any instant contract savings realized from accepted VECPs in accordance with paragraph (f) below.

(b) Definitions.

"Collateral costs," as used in this clause, means agency costs of operations, maintenance, logistic support or Government or prime contractor furnished property.

"Collateral savings" as used in this clause, means those measurable net reductions resulting from a VECP in the agency's overall projected collateral costs, exclusive of acquisition savings, whether or not the acquisition cost changes.

"Subcontractor development and implementation costs," as used in this clause, means those costs the subcontractor incurs on a VECP specifically in developing, testing, preparing and submitting the VECP, as well as those costs the subcontractor incurs to make the contractual changes required by Government acceptance of a VECP.

"Contractor development and implementation costs," as used in this clause, means those costs the Contractor incurs on a VECP specifically in developing, testing, preparing and submitting the VECP, as well as those costs the Contractor incurs to make the contractual changes required by Government acceptance of a VECP.

"Government costs," as used in this clause, means those agency costs that result directly from developing and implementing the VECP, such as any net increases in the cost of testing, operations, maintenance, and logistic support. The term does not include the normal administrative costs of processing the VECP.

"Instant contract savings," as used in this clause, means the estimated reduction in subcontractor cost of performance resulting from acceptance of the VECP, minus allowable subcontractor and Contractor's development and implementation costs, including lower tier subcontractors' development and implementation costs (see paragraph (h) below).

"Value engineering change proposal (VECP)" means a proposal that--

- (1) Requires a change to the construction subcontract to implement; and
- (2) Results in reducing the subcontract price or estimated cost without impairing essential functions or characteristics; provided, that it does not involve a change--
 - (i) in deliverable end item quantities only; or
 - (ii) to the subcontract type only.

(c) VECP Preparation. As a minimum, the subcontractor shall include in each VECP the information described in subparagraphs (1) through (7) below. If the proposed change is affected by contractually required configuration management or similar procedures, the instructions in those procedures relating to format, identification, and priority assignment shall govern VECP preparation. The VECP shall include the following:

- (1) A description of the difference between the existing subcontract requirement and that proposed, the comparative advantages and

disadvantages of each, a justification when an item's function or characteristics are being altered, and the effect of the change on the end item's performance.

(2) A list and analysis of the subcontract requirements that must be changed if the VECP is accepted, including any suggested specification revisions.

(3) A separate, detailed cost estimate for--

- (i) the affected portions of the existing subcontract requirements, and
- (ii) the VECP.

The cost reduction associated with the VECP shall take into account the prime and subcontractor's allowable development and implementation costs, including any amount attributable to lower tier subcontracts under paragraph (h) below.

(4) A description and estimate of costs the Government or prime contractor may incur in implementing the VECP, such as test and evaluation and operating and support costs.

(5) A prediction of any effects the proposed change would have on collateral costs to the agency or prime contractor.

(6) A statement of the time by which a subcontract modification accepting the VECP must be issued in order to achieve the maximum cost reduction, noting any effect on the contract completion time or delivery schedule.

(7) Identification of any previous submissions of the VECP, including the dates submitted, the agencies and work assignment and/or contract numbers involved, and previous Government actions, if known.

(d) Submission. The Subcontractor shall submit VECPS to the _____
(insert appropriate prime contractor representative) at the worksite.

(e) Prime contractor action.

(1) The prime contractor shall notify the subcontractor of the status of the VECP within 45 calendar days after the prime contractor receives it.

If additional time is required, the prime contractor shall notify the subcontractor within the 45-day period and provide the reason for the delay and the expected date of the decision. The prime contractor will process VECPS expeditiously; however, it shall not be liable for any delay in acting upon a VECP.

(2) If the VECP is not accepted, the prime contractor shall notify the subcontractor in writing, explaining the reasons for rejection. The subcontractor may withdraw any VECP, in whole or in part, at any time before it is accepted by the prime contractor. The prime contractor may require that the subcontractor provide written notification before undertaking significant expenditures for VECP effort.

(3) Any VECP may be accepted, in whole or in part, by the prime contractor's award of a modification to this subcontract citing this

clause. The prime contractor may accept the VECP, even though an agreement on price reduction has not been reached, by issuing the subcontractor a notice to proceed with the change. Until such a notice to proceed is issued or a subcontract modification applies a VECP to this subcontract, the subcontractor shall perform in accordance with the existing subcontract.

(f) Sharing.

(1) Rates. The Government's share of savings is determined by subtracting Government costs from instant contract savings and multiplying the result by

(i) 45 percent for fixed-price contracts or

(ii) 75 percent for cost-reimbursement contracts.

(2) Payments. Payment of any share due the subcontractor for use of a VECP on this subcontract shall be authorized by a modification to this subcontract to--

(i) Accept the VECP;

(ii) Reduce the subcontract price or estimated cost by the amount of instant contract savings; and

(iii) Provide the subcontractor's share of savings by adding the amount calculated to the subcontract price or fee.

(g) Collateral savings. If a VECP is accepted, the instant contract amount shall be increased by 20 percent of any projected collateral savings determined to be realized in a typical year of use after subtracting any Government costs not previously offset. However, the Subcontractor's share of collateral savings shall not exceed--

(1) the subcontract's firm-fixed-price or estimated cost, at the time the VECP is accepted, or

(2) \$100,000, whichever is greater.

The Government Contracting Officer shall be the sole determiner of the amount of collateral savings, and that amount shall not be subject to the Disputes clause or otherwise subject to litigation under 41 U.S.C. 601-613.

(h) Lower tier Subcontracts. The subcontractor shall include an appropriate value engineering clause in any lower tier subcontract of \$50,000 or more and may include one in lower tier subcontracts of lesser value. In computing any adjustment in this subcontract's price under paragraph (f) above, the subcontractor's allowable development and implementation costs shall include any lower tier subcontractor's allowable development and implementation costs clearly resulting from a VECP accepted by the Government under this subcontract, but shall exclude any value engineering incentive payments to a lower tier subcontractor; provided, that these payments shall not reduce the Government's share of the savings resulting from the VECP.

(i) Data. The subcontractor may restrict the prime contractor's right to use any part of a VECP or the supporting data by marking the following legend on the affected parts:

"These data, furnished under the Value Engineering--Construction clause of contract _____, shall not be disclosed (insert either: "outside of the prime contractor or the Government" or: "to the prime contractor nor outside the Government") or duplicated, used or disclosed, in whole or in part, for any purpose other than to evaluate a value engineering change proposal submitted under the clause. This restriction does not limit the Government's right to use information contained in these data if it has been obtained or is otherwise available from the subcontractor or from another source without limitations."

If a VECP is accepted, the subcontractor hereby grants the prime contractor and the Government unlimited rights in the VECP and supporting data, except that, with respect to data qualifying and submitted as limited rights technical data, the prime contractor and the Government shall have the rights specified in the subcontract modification implementing the VECP and shall appropriately mark the data (The terms "unlimited rights" and "limited rights" are defined in Part 27 of the Federal Acquisition Regulation.)

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 NOTICE Listing Contract Clauses Incorporated by Reference

NOTICE:

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

NUMBER	DATE	TITLE
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	JUN 2003	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	OCT 2003	CENTRAL CONTRACTOR REGISTRATION
52.209-6	JAN 2005	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (JAN 2005)
52.215-2	JUN 1999	AUDIT AND RECORDS--NEGOTIATION
52.215-10	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA
52.215-12	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA
52.215-15	OCT 2004	PENSION ADJUSTMENT AND ASSET REVERSIONS
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT
52.219-6	JUN 2003	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE
52.219-8	MAY 2004	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-14	DEC 1996	LIMITATIONS ON SUBCONTRACTING
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-3	JUN 2003	CONVICT LABOR
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-27	FEB 1999	AFFIRMATIVE ACTION COMPLIANCE REQUIREMENTS FOR CONSTRUCTION
52.222-35	DEC 2001	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND

		OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	DEC 2001	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-14	AUG 2003	TOXIC CHEMICAL RELEASE REPORTING
52.225-13	JUL 2005	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-17	JUN 1987	RIGHTS IN DATA--SPECIAL WORKS
52.232-17	JUN 1996	INTEREST
52.232-20	APR 1984	LIMITATION OF COST
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2003	PROMPT PAYMENT
52.232-33	OCT 2003	PAYMENT BY ELECTRONIC FUNDS
		TRANSFER--CENTRAL CONTRACTOR REGISTRATION
52.233-1	JUL 2002	DISPUTES
52.233-3	AUG 1996	PROTEST AFTER AWARD
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES--COST REIMBURSEMENT ALTERNATE I (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS (MAR 2005) ALTERNATE I (MAR 2005)
52.244-4	AUG 1998	SUBCONTRACTORS AND OUTSIDE ASSOCIATES AND AND CONSULTANTS (ARCHITECT-ENGINEER SERVICES)
52.248-2	MAR 1990	VALUE ENGINEERING PROGRAM--ARCHITECT-ENGINEER
52.249-6	MAY 2004	TERMINATION (COST-REIMBURSEMENT)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

I.2 NOTIFICATION OF OWNERSHIP CHANGES (FAR 52.215-19) (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

I.3 INCENTIVE FEE (FAR 52.216-10) (MAR 1997)

(a) General. The Government shall pay the Contractor for performing this contract a fee determined as provided in this contract.

(b) Target cost and target fee. The target cost and target fee specified in the Schedule are subject to adjustment if the contract is modified in accordance with paragraph (d) below.

(1) "Target cost," as used in this contract, means the estimated cost of this contract as initially negotiated, adjusted in accordance with paragraph (d) below.

(2) "Target fee," as used in this contract, means the fee initially negotiated on the assumption that this contract would be performed for a cost equal to the estimated cost initially negotiated, adjusted in accordance with paragraph (d) below.

(c) Withholding of payment. Normally, the Government shall pay the fee to the Contractor as specified in the Schedule. However, when the Contracting Officer considers that performance or cost indicates that the Contractor will not achieve target, the Government shall pay on the basis of an appropriate lesser fee. When the Contractor demonstrates that performance or cost clearly indicates that the Contractor will earn a fee significantly above the target fee, the Government may, at the sole discretion of the Contracting Officer, pay on the basis of an appropriate higher fee. After payment of 85 percent of the applicable fee, the Contracting Officer may withhold further payment of fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the applicable fee or \$100,000, whichever is less. The Contracting Officer shall release 75 percent of all fee withholds under this contract after receipt of the certified final indirect cost rate proposal covering the year of physical completion of this contract, provided the Contractor has satisfied all other contract terms and conditions, including the submission of the final patent and royalty reports, and is not delinquent in submitting final vouchers on prior years settlements. The Contracting Officer may release up to 90 percent of the fee withholds under this contract based on the Contractor's past performance related to the submission and settlement of final indirect cost rate proposals.

(d) Equitable adjustments. When the work under this contract is increased or

decreased by a modification to this contract or when any equitable adjustment in the target cost is authorized under any other clause, equitable adjustments in the target cost, target fee, minimum fee, and maximum fee, as appropriate, shall be stated in a supplemental agreement to this contract.

(e) Fee payable. (1) The fee payable under this contract shall be the target fee increased by [an amount negotiated in each incentive fee work assignment] cents for every dollar that the total allowable cost is less than the target cost or decreased by [an amount negotiated in each incentive fee work assignment] cents for every dollar that the total allowable cost exceeds the target cost. In no event shall the fee be greater than [a work assignment negotiated] percent or less than [a work assignment negotiated] percent of the target cost.

(2) The fee shall be subject to adjustment, to the extent provided in paragraph (d) above, and within the minimum and maximum fee limitations in subparagraph (1) above, when the total allowable cost is increased or decreased as a consequence of (i) payments made under assignments or (ii) claims excepted from the release as required by paragraph (h)(2) of the Allowable Cost and Payment clause.

(3) If this contract is terminated in its entirety, the portion of the target fee payable shall not be subject to an increase or decrease as provided in this paragraph. The termination shall be accomplished in accordance with other applicable clauses of this contract.

(4) For the purpose of fee adjustment, "total allowable cost" shall not include allowable costs arising out of--

(i) Any of the causes covered by the Excusable Delays clause to the extent that they are beyond the control and without the fault or negligence of the Contractor or any subcontractor;

(ii) The taking effect, after negotiating the target cost, of a statute, court decision, written ruling, or regulation that results in the Contractor's being required to pay or bear the burden of any tax or duty or rate increase in a tax or duty;

(iii) Any direct cost attributed to the Contractor's involvement in litigation as required by the Contracting Officer pursuant to a clause of this contract, including furnishing evidence and information requested pursuant to the Notice and Assistance Regarding Patent and Copyright Infringement clause;

(iv) The purchase and maintenance of additional insurance not in the target cost and required by the Contracting Officer, or claims for reimbursement for liabilities to third persons pursuant to the Insurance--Liability to Third Persons clause;

(v) Any claim, loss, or damage resulting from a risk for which the Contractor has been relieved of liability by the Government Property clause; or

(vi) Any claim, loss, or damage resulting from a risk defined in the contract as unusually hazardous or as a nuclear risk and against which the Government has expressly agreed to indemnify the Contractor.

(5) All other allowable costs are included in "total allowable cost" for fee

adjustment in accordance with this paragraph (e), unless otherwise specifically provided in this contract.

(f) Contract modification. The total allowable cost and the adjusted fee determined as provided in this clause shall be evidenced by a modification to this contract signed by the Contractor and Contracting Officer.

(g) Inconsistencies. In the event of any language inconsistencies between this clause and provisioning documents or Government options under this contract, compensation for spare parts or other supplies and services ordered under such documents shall be determined in accordance with this clause.

I.4 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (FAR 52.219-6) (JUN 2003) ALTERNATE I (OCT 1995)

(a) *Definition.*

"Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) *General.* (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

I.5 PAYMENT FOR OVERTIME PREMIUMS (FAR 52.222-2) (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$0.00 or the overtime premium is paid for work--

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to

evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multi shift operations or by employing additional personnel.

I.6 PROHIBITION OF SEGREGATED FACILITIES (FAR 52.222-21) (FEB 1999)

(a) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

I.7 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (FAR 52.222-39) (JUL 2005)

(a) Definition. As used in this clause--

"United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)).

Notice to Employees

Under Federal law, employees cannot be required to join a union or maintain membership in a union

in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment.

If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments.

For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

National Labor Relations Board Division of Information 1099 14th Street, N.W. Washington, DC 205701-866-667-65721-866-316-6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at <http://www.nlrb.gov>

(c) The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR Part 470, and orders of the Secretary of Labor.

(d) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR part 470, Subpart B--Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR Part 470, which implements Executive Order 13201, or as are otherwise provided by law.

(e) The requirement to post the employee notice in paragraph (b) does not apply to--

(1) Contractors and subcontractors that employ fewer than 15 persons;

(2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees;

(3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements;

(4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that--

(i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and

(ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or

(5) Work outside the United States that does not involve the recruitment or employment of

workers within the United States.

(f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall—

(1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 20210, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs;

(2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or

(3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.

(g) The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the Contractor shall include the substance of this clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR Part 470, Subpart B--Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(End of Clause)

I.8 NOTIFICATION OF CHANGES (FAR 52.243-7) (APR 1984)

(a) Definitions. "Contracting Officer," as used in this clause, does not include any representative of the Contracting Officer. "Specifically Authorized Representative (SAR)," as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall refer to this subparagraph and shall be issued to the designated representative before the SAR exercises such authority.

(b) Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Administrative Contracting Officer in writing promptly, within 15 calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state--

(1) The date, nature, and circumstances of the conduct regarded as a change;

(2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;

(3) The identification of any documents and the substance of any oral

communication involved in such conduct;

(4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;

(5) The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including--

(i) What contract line items have been or may be affected by the alleged change;

(ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;

(iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;

(iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and

(6) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay or disruption of performance.

(c) Continued performance. Following submission of the notice required by (b) above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as described in (b) above, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing promptly and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall promptly countermand any action which exceeds the authority of the SAR.

(d) Government response. The Contracting Officer shall promptly, within 15 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either--

(1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;

(2) Countermand any communication regarded as a change;

(3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or

(4) In the event the Contractor's notice information is inadequate to make a decision under (1), (2), or (3) above, advise the Contractor what additional information is required, and establish the date by which it should be furnished and the date thereafter by which the Government will respond.

(e) Equitable adjustments. (1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

(i) In the contract price or delivery schedule or both; and

(ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in (b) and (c) above.

I.9 SUBCONTRACTS FOR COMMERCIAL ITEMS (FEB 2006)

(a) Definitions. As used in this clause--

"Commercial item" has the meaning contained in Federal Acquisition Regulation 2.101, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) (1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212(a));

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201). Flow down as required in accordance with paragraph (g) of FAR clause 52.222-39).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. App. 1241 and 10 U.S.C. 2631) (flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

I.10 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://acquisition.gov/comp/far/indes.html>

I.11 AUTHORIZED DEVIATIONS IN CLAUSES (FAR 52.252-6) (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "DEVIATION" after the date of the clause.

(b) The use in this solicitation or contract of any Environmental Protection Agency (48 CFR Chapter 15) clause with an authorized deviation is indicated by the addition of "DEVIATION" after the name of the regulation.

I.12 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (FAR 204-9) (Jan 2006)

Personal Identity Verification of Contractor Personnel (Jan 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system

I.13 SPECIAL PAYMENT PROVISION FOR CONSTRUCTION EFFORTS**SPECIAL PAYMENT PROVISION FOR CONSTRUCTION SUBCONTRACTS**

Notwithstanding FAR 52.216-7 (b)(1)(i), the contractor is authorized for the purpose of reimbursing allowable costs and only when such reimbursement is related to construction costs associated with the Subcontracting Pool, to request a financing payment from the Government before actual payment of a subcontractor.

The contractor shall include in each subcontract for property or services (including a material supplier) when related to construction a payment clause which obligates the contractor to pay the subcontractor for satisfactory performance not later than seven (7) calendar days after receipt of payment out of such amounts as are paid to the contractor for such subcontract costs.

The contractor agrees to submit to EPA the Special Payment Request Certificate with each special payment request. In addition, the prime contractor agrees to obtain from subcontractors, for work related to construction under the SSP, written requests for payment, which will be incorporated into the prime contractor's special payment request. The prime contractor agrees to submit with the special payment request copies of all such subcontractor payment requests. Payment shall not be made unless the Certificate and all subcontractor payment requests accompany each special payment request.

SPECIAL PAYMENT REQUEST CERTIFICATE:

I hereby certify, to the best of my knowledge and belief, that:

1. The amount requested herein is only for performance in accordance with the specifications, terms, and conditions of the contract;

2. Payment to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification in accordance with the subcontract agreement; and

3. A payment in the amount of \$_____ (dollar amount of special payment) will be made to _____ (subcontractor's name) for

_____ (description of services) within seven (7) days of receipt of payment from the U.S. Environmental Protection Agency.

NAME _____
TITLE _____
CONTRACTOR _____

DATE _____
WORK ASSIGNMENT NO. _____
CONTRACT NUMBER _____

PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS (EP 52.252-100) (APR 1984)

Attachment	Title
A	Statement of Work
A-1	Exhibit 1 - Work Breakdown Structure
A-2	Exhibit 2 - Task Inventory
B	Reports of Work
C	Fee Plan
D	Notice of Contract Costs Suspended and/or Disallowed
E	Annual Allocation Instructions
F	Invoice Instructions

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

K.1 Reference Statement

The Representations, Certifications, and other Statements of Offerers completed by the contractor as part of the response to the RFP PR-R5-05-10037 are incorporated into this contract by reference.

Attachment A

Remedial Action Contract 2 Full Service (RAC 2 FS)

STATEMENT OF WORK

Remedial Action Contract 2 Full Service (RAC 2 FS)**STATEMENT OF WORK****September 20, 2005****I. BACKGROUND**

This Remedial Action Contract 2 Full Service (RAC 2 FS) provides professional architect/engineer, technical, and management services to the Environmental Protection Agency (EPA) to support remedial response, enforcement oversight and non-time critical removal activities under the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA); and the Robert T. Stafford Disaster Relief and Emergency Assistance Act pursuant to the Federal Response Plan (FRP) and other laws to help address and/or mitigate endangerment to the public health, welfare or environment, and to support States and communities in preparing for responses to releases of hazardous substances, as well as counter-terrorism.

II. GENERAL REQUIREMENTS

Contract services include performance of site management; remedial investigation and feasibility studies; engineering services to design remedial actions; construction management for implementing remedial actions, including issuing and managing subcontracts for construction of the selected remedy and engineering services in overseeing construction; engineering evaluation and cost analysis for non-time critical removal actions; enforcement support, including oversight of remedial investigations/feasibility studies, remedial design, remedial action, removal action, and negotiation support; and other technical assistance, including community involvement, sampling and analysis support, risk assessment, five-year reviews, long-term response actions and pre-design investigations. Services may include technical and management services supporting EPA's coordination and oversight of remedial activities where they are performed by a State, the U.S. Army Corps of Engineers (USACE), third party or responsible parties identified in enforcement actions. Services would also support activities under the Brownfields Initiative.

The RAC 2 FS plays a major role in the effective streamlining and acceleration of Superfund site cleanups and early action to reduce immediate risk to human health and the environment. This will be accomplished through integration of remedial and removal activities, with focus on removing redundancies in the site assessment process and creating a one-step site screening and risk assessment process. In line with this effort, the Contract has been designed to accomplish non-time critical removals as well as traditional Superfund remedial actions. Tasks under the work areas defined in the Statement of Work (SOW) will be specified, as needed, in work ordering instruments, and their scope may be modified to reduce redundancies and accelerate cleanups.

The Contractor shall provide professional architect/engineer, technical, and management services in support of EPA's remedial response, enforcement oversight, and non-time critical removal activities at sites of release or threatened release of hazardous substances under the Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act pursuant to the Federal Response Plan (FRP) and other laws to help address and/or mitigate endangerment to the public health, welfare or environment, and to support States and communities in preparing for responses to releases of hazardous substances, as well as counter-terrorism. This Contract shall not provide the above services for activities on Federal facilities.

Implementation of the SOW

When conducting activities under this contract, the contractor shall operate in accordance with all environmental statutes and regulations, as appropriate, including the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) as amended, the Clean Water Act/Oil Pollution Act as amended, the Clean Air Act as amended, the National Contingency Plan as amended and the Toxic Substances Control Act as amended.

In accordance with applicable laws, regulations, guidance and policies, the Contractor shall furnish the personnel, services, materials, equipment, knowledge, and expertise to successfully complete the tasks required under this contract. Any and all services and products shall be delivered in compliance with all applicable Federal, State, and local laws, regulations, guidance and policies, and will be adjusted to reflect those applicable laws, regulations, guidance, and policies which become effective after the effective date of this contract.

The Contractor may be tasked to provide remediation services activities within Mexico or Canada. The Contractor will be subject to applicable foreign laws while performing these activities and for ensuring that all Mexican or Canadian requirements necessary to perform these activities are met.

Work Areas, Tasks and the Work Breakdown Structure

The Work Breakdown Structure (WBS) (Exhibit 1) presents Tasks for each Work Area. The Task Inventory (Exhibit 2) presents all the tasks and indicates which Work Areas the tasks would apply. Not all tasks described under each Work Area in the WBS will be used for every assignment. The contractor shall utilize the SOW WBS, as presented and supplemented through individual Work Ordering Documents, for project scoping, scheduling and technical and costs tracking and reporting.

Work Areas are organized into three categories:

- o Fund-Lead Site Specific Work Areas
- o Enforcement Support Site Specific Work Areas
- o Other Technical Assistance Site Specific Work Areas

In addition to outcomes and deliverables listed within Work Areas, individual work ordering instruments may specify additional outcomes and deliverables.

The contractor shall avoid duplication of prior efforts in gathering and assimilating site information and recommend opportunities for early actions in order to reduce site risks as quickly as possible. The contractor shall utilize the most applicable and current regulations and guidance documents when conducting work. The contractor shall continually look for and implement ways to streamline activities and minimize costs without compromising quality. The contractor shall assign work to personnel at the appropriate professional and/or technical levels and with the appropriate skills to most efficiently perform tasks.

When tasked, the Contractor shall provide the services in the SOW to any EPA Regional Office, unless specific place of performance limitations are established in the Contract.

III. SPECIFIC REQUIREMENTS

The contractor shall perform the following activities when requested via the issuance of a work ordering instrument. Additional outcomes and deliverables may be further defined in the work ordering document.

A. FUND-LEAD SITE SPECIFIC WORK AREAS

The EPA will issue work ordering instruments for sites that have been selected by EPA for fund-financed study and/or remedial action, where EPA has assumed the lead responsibility for managing the site. The activities to be performed shall be consistent with Section 300.68 of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and Section 121 of the Superfund Amendments and Reauthorization Act of 1986 (SARA).

REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI/FS)

Under the RI, assess the extent of contamination, assess the risks to human health and the environment, and support the development, evaluation and selection of appropriate response alternatives. Under the FS, assist in developing appropriate remedial alternatives and evaluate them so the appropriate remedy may be selected. RI/FS activities must be in accordance with all applicable regulations and guidance including but not limited to OSWER Directive 9355.3-01, 10-88 (Guidance for Conducting Remedial Investigations and Feasibility Studies under CERCLA). The Government may order a combined RI/FS or separate RI or FS. This will be defined in the work ordering instrument.

Expected outcomes and deliverables:

1. Remedial Investigation Report (and/or)
2. Feasibility Report/Study

REMEDIAL DESIGN

Convert the remedy selected in the ROD into a final design document for the Remedial Action (RA). All activities shall be in conformance with the remedy selected and set forth in the Record of Decision (ROD), or otherwise directed by EPA.

Expected outcomes and deliverables:

1. Design Criteria/Conceptual (Preliminary) Design
2. Intermediate Design
3. Pre-final/ Final Design (including cost estimate)

REMEDIAL ACTION

Implement the design remedy through the procurement of a construction subcontractor(s), construction management activities, and technical and field engineering services, in accordance with the objectives of the Remedial Design.

Expected outcomes and deliverables:

1. Construction completion and/or implementation of remedy
2. Remedial Action Report

CONSTRUCTION SUPPORT

Provide technical assistance during the implementation of a Fund-lead RA or Long Term Response Action (LTRA) to support the Remedial Project Manager with Resident Engineering services in accordance with the objectives of the Remedial Design and LTRA.

Expected outcomes and deliverables:

1. Comments on RA submittals
2. Oversight inspection

LONG-TERM RESPONSE ACTION

Implement on-going design remedy involving operation of long-term treatment systems for ground water and surface water restoration measures, including natural attenuation. This applies to the first ten years of restoration.

Expected outcomes and deliverables:

1. Operation, maintenance and sampling programs as described in the applicable Operations and Maintenance Manual
2. Performance Reporting
3. Operation of treatment system

NON-TIME CRITICAL REMOVAL SUPPORT (EE/CAs)

Provide Non-Time Critical Removal Support in accordance with "Engineering Evaluation

Cost Analysis Guidance for Non-Time Critical Removal Actions" (EPA, 1987, or latest revision) and "Outline of EE/CA Guidance" (EPA, March 30, 1988, or latest revision).

Expected outcomes and deliverables:

1. Engineering Evaluation/Cost Analysis

NON-TIME CRITICAL REMOVAL ACTION

Implement the design remedy involving the procurement of a construction subcontractor(s) and construction management activities, in addition to technical engineering services, in accordance with the objectives of the Remedial Design. Prepare necessary design documents required to implement the alternative identified in the Action Memo approved by the Agency.

Expected outcomes and deliverables:

1. After Action Report

POST-CONSTRUCTION REMEDIAL ACTION

Implement improvements to the design remedy and incorporate Five Year Review follow up recommendations through the procurement of a construction subcontractor(s), construction management activities, and technical and field engineering services, in accordance with the objectives of the initial and post construction Remedial Designs.

Expected outcomes and deliverables:

1. Construction completion and/or implementation of remedy improvements
2. Remedial Action Report

B. ENFORCEMENT SUPPORT SITE SPECIFIC WORK AREAS

RI/FS OVERSIGHT

Oversee Potentially Responsible Party (PRP) RI/FS activities. Verify PRP technical work is conducted in accordance with the Settlement Agreement (administrative order on consent or a judicial consent decree) statement of work.

Expected outcomes and deliverables:

1. Technical Review and Comments on PRP submittals
2. Field oversight of PRP on-site activities

NEGOTIATION SUPPORT

Monitor and provide technical support to EPA staff during negotiations with PRP for implementation of the Remedial Investigation/Feasibility Study, Remedial Design/Remedial Action, or Removal Action activities.

Expected outcomes and deliverables defined in individual work order instrument.

RD OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (an administrative order on consent or a consent decree or an unilateral administrative order) statement of work.

Expected outcome:

1. Comments on PRP Submittals

RA OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (a consent decree or an unilateral administrative order) statement of work.

Expected outcome:

1. Comments on PRP Submittals
2. Oversight/field inspection of PRP construction operations

REMOVAL OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (an administrative order on consent or a consent decree) statement of work.

Expected outcome and deliverables:

1. Comments on PRP submittals.
2. Oversight/field inspection of PRP removal activities

LONG-TERM RESPONSE OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (a consent decree or an unilateral administrative order) statement of work.

Expected outcomes and deliverables defined in individual work order instrument.

OPERATION AND MAINTENANCE (O&M) OVERSIGHT

Verify that PRP O&M is conducted in accordance with the Settlement Agreement (an administrative order on consent or a consent decree) statement of work. If State is conducting O&M, verify that State O&M is conducted in accordance with Superfund State Contract and O&M Plan.

Expected outcomes and deliverables defined in individual work order instrument.

LITIGATION SUPPORT

Provide EPA with technical support with regard to litigation. However, the contractor will not provide any legal services, representation or counseling to EPA.

Expected outcome and deliverables defined in individual work order instrument.

POST-CONSTRUCTION RA OVERSIGHT

Verify PRP work is conducted in accordance with the Settlement Agreement (a consent decree or an unilateral administrative order) statement of work. Incorporate EPA approved PRP initial and post construction remedial designs that address Five Year Review remedy follow up recommendations.

Expected outcome:

1. Comments on PRP Submittals
2. Oversight/field inspection of PRP construction operations

C. OTHER TECHNICAL ASSISTANCE SITE SPECIFIC WORK AREAS

COMMUNITY INVOLVEMENT

Assist in the preparation and implementation of the Community Involvement Plan for the site.

Expected outcome and deliverables defined in individual work order instrument.

SAMPLING AND ANALYTICAL SUPPORT

Provide sampling and analytical support including long term monitoring.

Expected outcome and deliverables defined in individual work order instrument.

PRE-DESIGN INVESTIGATION

Perform pre-design investigations.

Expected outcome and deliverables defined in individual work order instrument.

TREATABILITY STUDY/PILOT TESTING

Provide the data necessary to evaluate and implement one or more remedial alternatives. These studies generally involve characterizing untreated wastes and evaluating the performance of the technology under different operating conditions.

Expected outcome and deliverables defined in individual work order instrument.

RISK ASSESSMENT

Conduct Baseline Human Health Risk Assessment and Baseline Ecological Risk Assessment and prepare the necessary documents to characterize and quantify, where appropriate, the current and potential human health and environmental risks that would prevail if no further action is taken.

Expected outcome and deliverables defined in individual work order instrument.

PRELIMINARY ASSESSMENT FOR SITE ASSESSMENT

Provide preliminary assessment activities for site assessments. Preliminary assessments (PA) are intended to provide a preliminary screening of sites to facilitate the assignment of site priorities. EPA shall determine site priorities for placing sites on the National Priority List (NPL). Conduct all preliminary assessments in accordance with "Guidance for Performing Preliminary Assessments under CERCLA," OSWER Directive 9345.0-01A, September 1991, or latest revision. Major activities include background research, a site reconnaissance, the generation of a PA report, and the generation of a preliminary Hazard Ranking System (HRS) score. The EPA shall make the determination of final HRS scores.

Expected outcome and deliverables defined in individual work order instrument.

1. Draft and final PA report

SITE INSPECTION FOR SITE ASSESSMENT

Perform site inspection activities for site assessments. Site inspections (SI) are the second phase of an ongoing screening process used to determine whether a site has the potential to be included on the National Priorities List. EPA shall determine site priorities for placing sites on the National Priority List (NPL). This work area includes Screening Site Inspections and Expanded Site Inspections. All Site inspections shall be performed in accordance with "Guidance for Performing Site Inspections under CERCLA," OSWER Directive 9345.1-05, September 1992, Interim Final, or latest revision. Major activities include background research, field sampling, generation of an SI report, and generation of an HRS score. EPA will make the determination of the final HRS score.

Expected outcome and deliverables defined in individual work order instrument.

HRS PACKAGE PREPARATION FOR SITE ASSESSMENT

Prepare Hazard Ranking System (HRS) packages for site assessments. The Hazard Ranking System is a scoring system that evaluates the relative threat to public health and the environment posed by releases and potential releases of hazardous substances. The HRS score and the supporting documentation are compiled into an HRS package. EPA uses the information in this package to determine HRS scores, to determine priorities of sites for placement on the National Priority List (NPL), and to place sites on the NPL. Major activities in this work area include background research, generation of an estimated HRS score, preparation of a summary report or data gap memo if necessary, and the generation of an HRS documentation record.

Expected outcome and deliverables defined in individual work order instrument.

SITE SECURITY AND MAINTENANCE

Perform site security.

Expected outcome and deliverables defined in individual work order instrument.

DESIGN ASSISTANCE

Perform design assistance activities.

Expected outcome and deliverables defined in individual work order instrument.

FIVE-YEAR REVIEW

Provide technical support to determine whether the remedy at a site is/remains protective of human health and the environment and evaluate the implementation and performance of the selected remedy in accordance with OSWER Directive 9355.7-03B-P, "Comprehensive Five-Year Review Guidance", June 2001. The contractor shall consider all current and past activities at the site. EPA will make all final determinations.

Expected outcome and deliverables:

A Five-Year Review document is at a minimum, (1) submitted on or before the due date, (2) consistent with the Comprehensive Five-Year Review Guidance, (3) contains a protectiveness statement that is well supported by the document, and (4) provides information specified in the guidance for any identified follow-up actions that affect the protectiveness of the remedy.

RECORDS MANAGEMENT AND ADMINISTRATIVE SUPPORT

Compile the site file and the Administrative Record. The site file shall contain all site-related documents including memoranda, correspondence, reports, photographs, lab data and other material produced or received by EPA. The Administrative Record is a subset of the site file containing documents that relate to public involvement and the selection of the Remedial Action.

Expected outcome and deliverables defined in individual work order instrument.

REAL PROPERTY ACQUISITION SUPPORT

Perform support for property acquisition activities. EPA will perform actual acquisition activities.

Expected outcome and deliverables defined in individual work order instrument.

TECHNICAL ASSISTANCE

Perform expert technical assistance for a specific site.

Expected outcome and deliverables defined in individual work order instrument.

INTEGRATED SITE ASSESSMENT/INVESTIGATION

Perform integrated site assessment and investigation activities for both potential removal candidates and potential NPL candidates. Integrated site assessment and investigation activities will generally be performed under the following conditions:

- o Public drinking water supplies are or may be contaminated with a hazardous substance;
- o Private wells are or may be contaminated with a hazardous substance above a health based benchmark;
- o Soils on school, day care center, or residential properties are or may be contaminated above background levels;
- o A hazardous substance is detected or suspected above background in an off-site air release in a populated area;
- o A highly toxic substance known to bioaccumulate has been or may have been discharged into surface waters; and/or
- o Sensitive environments are or may be contaminated with a hazardous substance above background levels.

Activities performed pursuant to this requirement shall be in conformance with OSWER Directive 9345.1-6FS, September 1993 entitled, "Integrating Removal and Site Assessment Investigation's (EPA/540-F-93-038).

Expected outcome and deliverables defined in individual work order instrument.

Attachment 1

September 20, 2005

Levels of Personnel Background Checks and Drug Screening for Contractor Employees

The contractor shall provide qualified personnel that meet the background check and drug screening requirements established below. The EPA has established 2 levels of criteria. Level 1 contains background criteria applies to all contractor employees working at a site. Level 2 contains background check criteria and drug screening requirements that apply to all contract employees working at sites that are designated by EPA as "Sensitive Sites." Examples of such sites include those that involve law enforcement activities, apparent or suspected terrorist activities, any indoor cleanups (including private residences), drug lab cleanups, and response actions at geographically sensitive locations such as military installations and government buildings. The Contracting Officer or On-Scene Coordinator will notify the Contractor whenever EPA designates a site as a sensitive site. The designation will be provided to the Contractor in the task order, work assignment. or verbally, as the situation warrants. If a background check has been performed within one (1) year prior to the requirement for the background check, the contractor need not conduct another background check.

LEVEL 1 - EPA Background Check Criteria:

- Can be a non U.S. citizen with a valid visa,
- No convictions for crimes involving issues of National Security. A "national security crime" is defined as any criminal activity involving espionage or foreign aggression against the United States, intelligence or counterintelligence activities, including development of defense plans or policies, concerned with undermining or overthrowing the government of the United States and unlawful handling or disclosure of classified information.
- No weapons offense in the last five (5) years,
- No felony conviction in the last three (3) years,
- Not a fugitive from justice,
- Not listed in the Excluded Parties Listing System (EPLS). EPLS is a web-based database that identifies parties excluded throughout the U.S. Government from receiving federal contracts or subcontracts. The EPLS is available at: <http://epls.gov>

LEVEL 2 - EPA Background Check Criteria for Sensitive Sites

- Must be a U.S. citizen,
- No convictions for crimes involving issues of National Security. A "national security crime" is defined as any criminal activity involving espionage or foreign aggression against the United States, intelligence or counterintelligence activities, including development of defense plans or policies, concerned with undermining or overthrowing the government of the United States and unlawful handling or disclosure of classified information.
- No weapons offense in the last ten (10) years,
- No felony conviction in the last seven (7) years,
- No misdemeanor conviction in the last five (5) years,
- No convictions for three (3) separate offenses in the last ten (10) years (excluding traffic offenses),
- Not a fugitive from justice,
- Not listed in the Excluded Parties Listing System (EPLS). EPLS is a web-based database that identifies parties excluded throughout the U.S. Government from receiving federal contracts or subcontracts. The EPLS is available at: www.epls.gov

Drug Screening at Sensitive Sites: Contractor employees working at designated "Sensitive Sites" must pass, within the previous 90 calendar days, a drug test for the presence of marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP) in conformance with the Mandatory Guidelines for Federal Drug Testing Programs first published by the Department of Health and Human Services in the Federal Register on April 11, 1988 (53 FR 11979), and revised on June 9, 1994 (59 FR 29908), on November 13, 1998 (63 FR 63483), and on April 13, 2004 (69 FR 196440); and Procedures for Transportation Drug Testing Programs, 49 CFR Part 40. References to "DOT " shall read, as "EPA" and the split sample method of collection shall be used.

The requirements in Level 1 or 2 may be waived by the Contracting Officers, on a case by case basis, at a specific location, or for a specific individual.

If the results of an employee's background check or drug screening do not meet the criteria in either Level 1 or 2, as required, the Contractor may apply for a waiver. To initiate the waiver process, the contractor must submit, in writing, the background report or drug testing on the employee and an explanation of the need for the employee for approval by the Agency before the employee performs contract services for EPA. The contracting

officer will notify the contractor of the Agency decision within five (5) days of receipt of the contractor's request for a waiver. The contractor shall submit its request to the Director, Superfund/RCRA Regional Procurement Operations Division at:

By Mail:

U.S. Environmental Protection Agency
Director, Superfund/RCRA Regional Procurement Operations Division
Mail Code 3805R
1200 Pennsylvania Avenue, NW
Washington, DC 20460

By Courier/Hand Carried:

U.S. Environmental Protection Agency
Director, Superfund/RCRA Regional Procurement Operations Division
Bid and Proposal Room
Ronald Reagan Building, 6th floor, Room 61107
1300 Pennsylvania Avenue, NW
Washington, DC 20004

The Bid and Proposal Room hours of operation are 8:00 AM - 4:30 PM weekdays, except Federal holidays.

Attachment A-1

RAC 2
Full Service

Exhibit 1

WORK BREAKDOWN STRUCTURE

September 20, 2005

RAC 2 Full Service
Exhibit 1
WORK BREAKDOWN STRUCTURE
 September 20, 2005

- FUND-LEAD SITE SPECIFIC WORK AREAS -

REMEDIAL INVESTIGATION/FEASIBILITY STUDY		Work Area Code: RI	Action Code: CO (RI/FS Combined), RI (Remedial Investigation), FS
(Feasibility Study)			
<u>Tasks</u> (Task Category Code)			
1. Project Planning and Support (PP)		9. Remedial Investigation Report (RR)	
2. Community Involvement (CR)		10. Remedial Alternatives Screening (RS)	
3. Field Investigation/Data Acquisition (FI)		11. Remedial Alternatives Evaluation (RE)	
4. Sample Analysis (SN)		12. FS Report (FS)	
5. Analytical Support and Data Validation (AN)		13. Post RI/FS Support (PR)	
6. Data Evaluation (DE)		14. Administrative Record (AR)	
7. Risk Assessment (RA)		15. Work Assignment/Task Order Close Out (CO)	
8. Treatability Study/Pilot Testing (TT)			
REMEDIAL DESIGN		Work Area Code: RD	Action Code: RD
<u>Tasks</u> (Task Category Code)			
1. Project Planning and Support (PP)		8. Preliminary Design (PD)	
2. Community Involvement (CR)		9. Equipment/Services/Utilities (ES)	
3. Field Investigation/Data Acquisition (FI)		10. Intermediate Design (ID)	
4. Sample Analysis (SN)		11. Pre-final/Final Design (FD)	

5. Analytical Support and Data Validation (AN)	12. Reuse Planning (RV)
6. Data Evaluation (DE)	13. Post Remedial Design Support (DS)
7. Treatability Study/Pilot Testing (TT)	14. Work Assignment/Task Order Close Out (CO)
REMEDIATION ACTION Work Area Code: RA Action Code: RA	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Community Involvement (CR) 3. Procurement of Subcontract (PB) 4. Management Support (MS) 5. Detailed Resident Inspection (Resident Engineer) (RI) 6. Analytical Support and Data Validation (AN)	 7. Cleanup Validation (CV) 8. Remedial Action Implementation (Subpool Activities) (AI) 9. Reuse Planning (RV) 10. Project Performance (PJ) 11. Project Completion and Close Out (PC) 12. Work Assignment/Task Order Close Out (CO)
CONSTRUCTION SUPPORT Work Area Code: CO Action Code: RA	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Community Involvement (CR) 3. Management Support (MS) 4. Detailed Resident Inspection (Resident Engineer) (RI)	 5. Analytical Support and Data Validation (AN) 6. Cleanup Validation (CV) 7. Project Completion and Close Out (PC) 8. Work Assignment/Task Order Close Out (CO)
LONG TERM RESPONSE ACTION Work Area Code: LR Action Code: LR	

<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Community Involvement (CR) 3. Procurement of Subcontract (PB) 4. Management Support (MS)	7. Remedial Action Implementation (Subpool Activities) (AI) 8. Cleanup Validation (CV) 9. Reuse Planning (RV) 10. Project Performance (PJ)
NON-TIME CRITICAL REMOVAL SUPPORT (EE/CAs) Work Area Code: NS Action Code: EE	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Community Involvement (CR) 3. Field Investigation/Data Acquisition (FI) 4. Sample Analysis (SN) 5. Analytical Support and Data Validation (AN) 6. Data Evaluation (DE) 7. Risk Assessment (RA)	8. Identification and Screening of Removal Alternatives (IS) 9. Analysis of Removal Alternatives (AL) 10. Engineering Evaluation/Cost Analysis (EE/CA) Report (EE) 11. Post EE/CA Support (PE) 12. Administrative Record (AR) 13. Work Assignment/Task Order Close Out (CO)
NON-TIME CRITICAL REMOVAL ACTION Work Area Code: NA Action Code: RV	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Community Involvement (CR) 3. Procurement of Subcontract (PB) 4. Management Support (MS) 5. Detailed Resident Inspection (Resident Engineer) (RI) 6. Post Remedial Design Support (DS) 7. Pre-final/Final Design (FD)	9. Preliminary Design (PD) 10. Cleanup Validation (CV) 11. Remedial Action/Non-time Critical Removal Action Implementation (Subpool Activities) (AI) 12. Project Performance (PJ) 13. Project Completion and Close Out (PC) 14. Work Assignment/Task Order Close Out (CO)

8. Intermediate Design (ID)	
POST-CONSTRUCTION REMEDIAL ACTION Work Area Code: PC Action Code: RA	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Community Involvement (CR) 3. Procurement of Subcontract (PB) 4. Management Support (MS) 5. Detailed Resident Inspection (Resident Engineer) (RI) 6. Analytical Support and Data Validation (AN)	7. Cleanup Validation (CV) 8. Remedial Action Implementation (Subpool Activities) (AI) 9. Reuse Planning (RV) 10. Project Performance (PJ) 11. Project Completion and Close Out (PC) 12. Work Assignment/Task Order Close Out (CO)

- ENFORCEMENT SUPPORT SITE SPECIFIC WORK AREAS -

RI/FS OVERSIGHT		Work Area Code: RS	Action Code: BD (RI/FS Combined); NA (Remedial Investigation); NK (Feasibility Study)
<u>Tasks</u> (Task Category Code)			
1. Project Planning and Support (PP)		9. Remedial Investigation Report (RR)	
2. Community Involvement (CR)		10. Remedial Alternatives Screening (RS)	
3. Field Investigation/Data Acquisition (FI)		11. Remedial Alternatives Evaluation (RE)	
4. Sample Analysis (SN)		12. FS Report (FS)	
5. Analytical Support and Data Validation (AN)		13. Post RI/FS Support (PR)	
6. Data Evaluation (DE)		14. Administrative Record (AR)	
7. Risk Assessment (RA)		15. Work Assignment/Task Order Close Out (CO)	
8. Treatability Study/Pilot Testing (TT)			
NEGOTIATION SUPPORT		Work Area Code: NG	Action Code: NG
<u>Tasks</u> (Task Category Code)			
1. Project Planning and Support (PP)		4. Post ROD Cost Analysis (RC)	
2. Negotiation Support (NG)		5. Work Assignment/Task Order Close Out (CO)	
3. Document Review (DR)			
RD OVERSIGHT		Work Area Code: RO	Action Code: BE
<u>Tasks</u> (Task Category Code)			
1. Project Planning and Support (PP)		7. Data Evaluation (DE)	
2. Community Involvement (CR)		8. Review of PRP RD/RA Submittals (RP)	

3. Field Investigation/Data Acquisition (FI)	9. Remedial Action Oversight (RO)
4. Sample Analysis (SN)	10. Technical Meeting Support (TM)
5. Analytical Support and Data Validation (AN)	11. Work Assignment/Task Order Close Out (CO)
6. Reuse Planning (RV)	
RA OVERSIGHT Work Area Code: RX Action Code: BF	
<u>Tasks</u> (Task Category Code)	
1. Project Planning and Support (PP)	7. Data Evaluation (DE)
2. Community Involvement (CR)	8. Review of PRP RD/RA Submittals (RP)
3. Field Investigation/Data Acquisition (FI)	9. Remedial Action Oversight (RO)
4. Sample Analysis (SN)	10. Technical Meeting Support (TM)
5. Analytical Support and Data Validation (AN)	11. Work Assignment/Task Order Close Out (CO)
6. Reuse Planning (RV)	
REMOVAL OVERSIGHT Work Area Code: VO Action Code: BB	
<u>Tasks</u> (Task Category Code)	
1. Project Planning and Support (PP)	7. Risk Assessment (RA)
2. Community Involvement (CR)	8. Review of PRP Removal Submittals (RQ)
3. Field Investigation/Data Acquisition (FI)	9. Removal Oversight (VO)
4. Sample Analysis (SN)	10. Technical Meeting Support (TM)
5. Analytical Support and Data Validation (AN)	11. Administrative Record (AR)
6. Data Evaluation (DE)	12. Work Assignment/Task Order Close Out (CO)
LONG TERM RESPONSE ACTION OVERSIGHT Work Area Code: ME Action Code: ME	
1. Project Planning and Support (PP)	7. Data Evaluation (DE)

2. Community Involvement (CR)	8. Review of PRP RD/RA Submittals (RP)
3. Field Investigation/Data Acquisition/Data Acquisition (FI)	9. O&M Oversight (OM)
4. Sample Analysis (SN)	10. Technical Meeting Support (TM)
5. Analytical Support and Data Validation (AN)	11. Work Assignment/Task Order Closeout (CO)
6. Reuse Planning (RV)	
OPERATION AND MAINTENANCE (O&M) OVERSIGHT	
Work Area Code: OM Action Code: OM	
1. Project Planning and Support (PP)	5. Data Evaluation (DE)
2. Community Involvement (CR)	6. Technical Meeting Support (TM)
3. O&M Oversight (OM)	7. Reuse Planning (RV)
4. Analytical Support and Data Validation (AN)	8. Work Assignment/Task Order Closeout (CO)
LITIGATION SUPPORT	
Work Area Code: LS Action Code: LT	
<u>Tasks</u> (Task Category Code)	
1. Project Planning and Support (PP)	4. Technical Assistance (TA)
2. Document Collection (DC)	5. Work Assignment/Task Order Close Out (CO)
3. Expert Witness Support (EW)	
POST-CONSTRUCTION REMEDIAL ACTION OVERSIGHT	
Work Area Code: PO Action Code: BF	
<u>Tasks</u> (Task Category Code)	
1. Project Planning and Support (PP)	7. Data Evaluation (DE)
2. Community Involvement (CR)	8. Review of PRP RD/RA Submittals (RP)
3. Field Investigation/Data Acquisition (FI)	9. Remedial Action Oversight (RO)
4. Sample Analysis (SN)	10. Technical Meeting Support (TM)
5. Analytical Support and Data Validation (AN)	

6. Reuse Planning (RV)	11. Work Assignment/Task Order Close Out (CO)
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- OTHER TECHNICAL ASSISTANCE SITE SPECIFIC WORK AREAS -

COMMUNITY INVOLVEMENT

Work Area Code: CR (Remedial); CS (Removal); or CT (Enforcement)

Action Code: CR

Tasks (Task Category Code)

- | | |
|---|---|
| 1. Project Planning and Support (PP) | 6. Public Notices (PN) |
| 2. Community Involvement Plan (CP) | 7. Information Repositories (IR) |
| 3. Public Meeting/Public Hearing Support (PM) | 8. Site Mailing List (ML) |
| 4. Fact Sheet Preparation (FP) | 9. Responsiveness Summary Support (SU) |
| 5. Proposed Plan Support (PL) | 10. Work Assignment/Task Order Close Out (CO) |

SAMPLING AND ANALYTICAL SUPPORT

Work Area Code: AN (Remedial); AO (Removal); or AP (Enforcement)

Action Code: LA

Tasks (Task Category Code)

- | | |
|--------------------------------------|--|
| 1. Project Planning and Support (PP) | 4. Analytical Support and Data Validation (AN) |
| 2. Sample Analysis (SN) | 5. Characterization and Disposal of Field Generated Waste (CD) |
| 3. Data Evaluation (DE) | 6. Work Assignment/Task Order Close Out (CO) |

PRE-DESIGN INVESTIGATION

Work Area Code: PI

Action Code: DE

Tasks (Task Category Code)

- | | |
|--|--|
| 1. Project Planning and Support (PP) | 5. Analytical Support and Data Validation (AN) |
| 2. Treatability Study/Pilot Testing (TT) | 6. Data Evaluation (DE) |
| 3. Field Investigation/Data Acquisition (FI) | 7. Pre-design Engineering Report (ER) |

4. Sample Analysis (SN)	8. Work Assignment/Task Order Close Out (CO)
TREATABILITY STUDY/PILOT TESTING Work Area Code: PT Action Code: CO (RI/FS), RD (Remedial Design), BD (RI/FS Oversight)	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Treatability Study/Pilot Testing (TT) 3. Sample Analysis (SN) 4. Analytical Support and Data Validation (AN)	5. Data Analysis and Interpretation (DI) 6. Treatability Study/Pilot Test Report (TP) 7. Work Assignment/Task Order Close Out (CO)
RISK ASSESSMENT Work Area Code: RK (Remedial) or RL (Enforcement) Action Code: ED	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Identification of Existing Information (II) 3. Sample Analysis (SN) 4. Analytical Support and Data Validation (AN)	5. Data Evaluation (DE) 6. Field Investigation (FI) 7. Risk Assessment (RA) 8. Work Assignment/Task Order Close Out (CO)
PRELIMINARY ASSESSMENT FOR SITE ASSESSMENT Work Area Code: PA Action Code: QB (Fund lead); ON (Brownfields)	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (non-site specific) (PQ) 2. Work Assignment/Task Order Close Out (CO)	3. - n. Site Specific Activities (SS)
SITE INSPECTION FOR SITE ASSESSMENT Work Area Code: SI Action Code: QB (Fund lead); ON (Brownfields)	

<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (non-site specific) (PQ) 2. Work Assignment/Task Order Close Out (CO)	3. - n. Site Specific Activities (SS)
HRS PACKAGE PREPARATION FOR SITE ASSESSMENT Work Area Code: HR Action Code: HR	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (non-site specific) (PQ) 2. Work Assignment/Task Order Close Out (CO)	3. - n. Site Specific Activities (SS)
SITE SECURITY AND MAINTENANCE Work Area Code: SS (Remedial); ST (Removal); or SU (Enforcement) Action Code: PD	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Site Maintenance (SM)	3. Site Security/Guard Services (GS) 4. Work Assignment/Task Order Close Out (CO)
DESIGN ASSISTANCE Work Area Code: DA Action Code: DA	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Technical Assistance (TA)	3. Work Assignment/Task Order Close Out (CO)
FIVE-YEAR REVIEW Work Area Code: FR Action Code: FE	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Community Involvement (CR) 3. Document Review (DR)	5. Site Visit/Interviews (SV) 6. Site Inspection/Technology Review (SI) 7. Five-year Review Report (FR)

4. Standards (ARAR) Review (SR)	8. Work Assignment/Task Order Close Out (CO)
RECORDS MANAGEMENT AND ADMINISTRATIVE SUPPORT Work Area Code: RM (Remedial); RN (Removal); or RT (Enforcement) Action Code: SW	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Site File Organization (SO) 3. Administrative Record (AR)	4. Administrative Support (AS) 5. Work Assignment/Task Order Close Out (CO)
REAL PROPERTY ACQUISITION SUPPORT Work Area Code: RP (Remedial); RQ (Removal); or RR (Enforcement) Action Code: RL	
<u>Tasks</u> (Task Category Code) 1. Project Planning and Support (PP) 2. Property Acquisition (PA)	3. Work Assignment/Task Order Close Out (CO)

TECHNICAL ASSISTANCE	
Work Area Code: TA (Remedial); TB (Removal); or TC (Enforcement)	
Action Code: TA	
<u>Tasks</u> (Task Category Code)	
1. Project Planning and Support (PP)	3. Work Assignment/Task Order Close Out (CO)
2. Expert Technical Assistance (ET)	
INTEGRATED SITE ASSESSMENT/INVESTIGATION	
Work Area Code: SA (Remedial); SB (Enforcement); or SC (Removal)	
Action Code: QB	
<u>Tasks</u> (Task Category Code)	
1. Project Planning and Support (PP)	3. Integrated Sampling/Investigation Support (SA)
2. Initial Site Discovery/Screening Support (SD)	4. Work Assignment/Task Order Close Out (CO)

Locational Data Policy

The contractor shall comply with all requirements related to the Agency's Location Data Policy (LDP) as described in EPA Publication 220 B-92-008 (March 1992 or latest revision) entitled, "Locational Data Policy Implementation Guidance: Guide to the Policy." The LDP assures the collection of accurate, consistently-formatted, and fully documented locational coordinates for facilities, sites, monitoring points, and observation points regulated or tracked under federal environmental programs within the Agency's jurisdiction. The LDP establishes principles for collecting and documenting geodetic coordinates defined in terms of latitude and longitude (lat/long). In addition to these locational data, LDP requires documentation of specific information regarding the method used to measure lat/long coordinate, the accuracy of the measurement, and a description of the place where the lat/long were taken. In order to effectively implement the LDP policy, the contractor shall collect and document the following information when collecting data under this contract:

- **Latitude/Longitude Coordinates:** Latitude and longitude coordinates shall be provided in accordance with the Federal Interagency Coordinating Committee for Digital Cartography (FICCDC) recommendations. The coordinates must define a point, line or area, according to the most appropriate data type for the entity being represented (i.e., singly or multiple times).
- **Methodology Description:** The specific method used to determine lat/long coordinates shall be described (i.e., remote sensing techniques, map interpolation, cadastral survey).
- **Textual Description:** Each item shall be described in written text to which the lat/long coordinates refer (i.e., north-west corner of the site, entrance to the facility, point of discharge).
- **Estimation of Accuracy:** Measurements of accuracy related to lat/long coordinates shall be estimated in terms of the most precise units of measurement used.

Remedial Action Contract 2 Full Service (RAC 2 FS)

TASK INVENTORY

September 20, 2005

Exhibit 2

Task Code	Task Title	Work Area Code	Task Elements
AI	REMEDIAL ACTION/NON-TIME CRITICAL REMOVAL ACTION (SUBPOOL ACTIVITIES)	RA, LR, NA, PC	<p>Implement the remedy by subcontractor(s) at the site in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). Typical activities include:</p> <ul style="list-style-type: none"> o Site specific construction and remedial actions (secure site and establish operations area, including laying out of clean zone, waste/stage handling areas & decon areas) o Implementation of remedy in accordance with ROD or EE/CA and Remedial Design Plans and Specifications. o Site specific RA reserve (change orders) (reserve usually 15% of estimated subcontract cost depending on nature of job) [NOTE: This for costs only - no hours should be reflected under this task. Dollars only task.]
AL	ANALYSIS OF REMOVAL ALTERNATIVES	NS	Assess individual removal alternatives against the criteria of effectiveness, implementability and cost, in addition to comparative analysis of options. Recommend and conduct treatability studies at direction of EPA. EPA shall determine the selected removal alternative.

Task Code	Task Title	Work Area Code	Task Elements
AN	ANALYTICAL SUPPORT AND DATA VALIDATION	RI, RD, RA, CO, LR, NS, PC, RS, RO, RX, VO, ME, OM, PO, PI, PT, RK/RL, AN/AO/AP	<p>Schedule, coordinate, track, and oversee simple analyses and validate analytical data produced. Typical activities include:</p> <ul style="list-style-type: none"> o Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP) . The following types of sampling may be required: <ul style="list-style-type: none"> - Field screening - Groundwater sampling - Surface and subsurface soil sampling - Surface water and sediment sampling - Air monitoring and sampling - Biota sampling - Other types of media sampling and screening o Develop Data Quality Objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling o Request, obtain, and perform oversight of analytical services in compliance with EPA requirements o Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical, data validation, and quality assurance issues o Implement the EPA-approved laboratory quality assurance program which provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions o Provide sample management including chain-of custody procedures, information management, sample retention, and 10-year data storage o Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines. o Review data for usability for its intended purpose o Provide reports on data validation and usability
AR	ADMINISTRATIVE RECORD	RI, NS, RS, VO, RM/RN/RT	<p>Produce the Administrative Record. Typical activities include:</p> <ul style="list-style-type: none"> o Attend meeting with EPA Contracting Officer's Representative (COR), Site Attorney, and Administrative Record Coordinator. o Provide assistance in compiling documents comprising the Administrative Record File in accordance with EPA Regional guidance or other procedures as specified. o Prepare Draft Administrative Record Index in accordance with EPA Regional guidance or other procedures as specified.

Task Code	Task Title	Work Area Code	Task Elements
			<ul style="list-style-type: none"> o Prepare Administrative Record Index. o Coordinate duplication of Administrative Record. o Assemble Administrative Record and Index.
AS	ADMINISTRATIVE SUPPORT	RM/RN/RT	Provide administrative activities during the preparation of the site file and Administrative Record at the direction of the COR.
CD	CHARACTERIZATION AND DISPOSAL OF FIELD GENERATED WASTE	AN/AO/AP	Characterize and dispose of wastes generated by sampling activities. Dispose of wastes in accordance with local, state, and Federal regulations.
CO	WORK ASSIGNMENT/TASK ORDER CLOSEOUT	In all Work Areas	<p>Close out Work Assignment/Task Order. Activities include:</p> <ul style="list-style-type: none"> o Return of documents to EPA or other document repositories o File duplication, distribution, and storage o File archiving to meet Federal Records Center requirements o Use of microfiche, microfilm, or other EPA-approved data storage technology o Prepare a Work Assignment/Task Order Close-out Report (WACR) in accordance with Regional guidance or other procedures as specified in the Work Assignment/Task Order. The WACR shall address the circumstances that explain why the final hours/budget is greater than the +/- 10% of the original approved work plan hours/budget.
CP	COMMUNITY INVOLVEMENT PLAN	CR/CS/CT	<p>Prepare and/or update a Community Involvement Plan (CIP). The plan shall include a description of the site and the community, an overview of community involvement to date, community concerns regarding the site, in addition to required and suggested community Involvement activities. A list of elected officials, Agency representatives and other key contacts are to be included. Typical activities include:</p> <ul style="list-style-type: none"> o Review existing site information when directed by EPA o Prepare for and conduct interviews in the site community. o Prepare and submit CIP
CR	COMMUNITY INVOLVEMENT	RI, RD, RA, CO, LR, NS, NA, PC, RS, RO, RX, VO, ME, OM, PO,	<p>Prepare and implement the Community Involvement Plan (CIP) for the site. Typical activities include:</p> <ul style="list-style-type: none"> o Conduct community interviews. o Prepare Community Involvement Plan (CIP) o Provide public meeting and/or open house support o Prepare fact sheets, notices and other informational documents

Task Code	Task Title	Work Area Code	Task Elements
		FE	<ul style="list-style-type: none"> o Provide support for Proposed Plan in accordance with "The NCP and EPA Community Involvement in Superfund-A Handbook" (most current version) o Provide public hearing support o Publish Public Notices in local newspapers serving the site community o Maintain public information repositories o Develop and update site mailing list o Provide administrative and technical support for Responsiveness Summary o Prepare presentation materials o Implementation of other Community Involvement activities as identified by the site specific Community Involvement Plan or EPA o Provide technical support to review Community Involvement deliverables and participate in public meetings <p>In addition to above for Work Area NS:</p> <ul style="list-style-type: none"> o Provide support for Engineering Evaluation/Cost Analysis in accordance with Regional requirements
CV	CLEANUP VALIDATION	RA, CO, LR, NA, PC	<p>Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). Typical activities include:</p> <ul style="list-style-type: none"> o Sampling Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs o Cleanup Status Report Development of a report at the request of the COR that describes the progress of the remedial action based upon sampling and analytical results
DC	DOCUMENT COLLECTION	LS	Produce site documents to support discovery activities.
DE	DATA EVALUATION	RI, RD, NS, RS, RO, RX, VO, ME, OM, PO, AN/AO/AP, PI, RK/RL	<p>For RS, RO, RX and VO:</p> <p>Compile split sampling data and the discussion of usability of all data. A report summarizing split sample results shall be submitted. The report shall include a discussion of analytical results, a comparison of PRP sampling data with the split samples analyzed by EPA and a discussion of any discrepancies.</p> <p>For remaining Work Areas:</p> <p>Compile analytical and field data. Provide data in a format that is compatible with the Regional or National electronic data management network. [For RI and NS Work Areas: Data shall be utilized in the preparation of the RI and Risk Assessment Report tables, maps and figures.] Typical activities include:</p> <ul style="list-style-type: none"> o Data usability evaluation/field QA/QC o Data Reduction and Tabulation o Data trend evaluation and/or modeling and submission of Technical Memorandum

Task Code	Task Title	Work Area Code	Task Elements
			<p>For Work Areas RI and NS:</p> <ul style="list-style-type: none"> o Data Reduction and Tabulation. <ul style="list-style-type: none"> - Soil boring and monitoring well logs. - Field sampling data. - Hydrogeological testing data. - Geophysical data (downhole geophysics, survey). - Analytical results. o Environmental Fate and Transport Modeling/Evaluation
DI	DATA ANALYSIS AND INTERPRETATION	PT	<p>Summarize and evaluate the data collected to determine the validity or performance of the treatment process.</p> <p>Typical activities include:</p> <ul style="list-style-type: none"> o Determine quality of data and usability/limitations <ul style="list-style-type: none"> - Assess precision, accuracy and completeness o Data compilation o Statistical analysis

Task Code	Task Title	Work Area Code	Task Elements
DR	DOCUMENT REVIEW	NG, FR	<p>For NG:</p> <p>Review and comment on enforcement documents. Typical activities include:</p> <ul style="list-style-type: none"> o Develop or review scopes of work for enforcement documents o Review of PRP submittals at the direction of the EPA COR o Prepare Technical Memorandum <p>For FR:</p> <p>Review documents and site files, at the direction of the EPA COR, to become knowledgeable with the history and status of the site. Review of specific documents include:</p> <ul style="list-style-type: none"> o Record of Decision (ROD) o ROD Summaries o Consent Decrees o Close-out Reports o Operation and Maintenance Manuals and Reports o Groundwater Monitoring Plans o Administrative Record

Task Code	Task Title	Work Area Code	Task Elements
DS	POST REMEDIAL DESIGN SUPPORT	RD, NA	<p>Solicit the procurement, evaluate offers received and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action Work Assignment/Task Order.) Specific activities include:</p> <ul style="list-style-type: none"> o Pre-bid (Pre-Solicitation) Activities <ul style="list-style-type: none"> - Duplication and distribution of contract documents - Advertising/soliciting of bids - Issuing addenda - Pre-bid (pre-solicitation) meetings - Resolution of bidder (offeror) inquiries - On-site visits - Compilation of contract documents - Resolicit bids/offers and repackage documents if necessary o Pre-award Activities <ul style="list-style-type: none"> - Receipt of bids (offers) - Determination of responsive, responsible bidders (offerors) - Bid (offer) tabulation - Bid (offer) analysis - Receipt of follow-up items from lowest responsible bidder (offeror) - Review of EEO, MBE requirements, SDB subcontracting plans, etc. - Reference checks - Request for consent from EPA o Preparation of final design fact sheet <p>Before Remedial Action field activities can begin, several site specific plans shall be written or updated by the RA Contractor and may be reviewed by the RD contractor to establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities. These plans include:</p> <ul style="list-style-type: none"> o Site Management Plan o Sampling and Analysis Plan o Health and Safety Plan o Construction Quality Assurance Plan o Contingency Plan <p>The existing plans developed for the Remedial Design, amended at the direction of EPA COR, may be used if appropriate.</p>
EE	ENGINEERING EVALUATION/COST ANALYSIS (EE/CA)	NS	<p>Prepare findings once data has been evaluated. The task includes all draft and final reports. The EE/CA Report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Site Characterization

Task Code	Task Title	Work Area Code	Task Elements
	REPORT		<ul style="list-style-type: none"> - Site description - Site background - Analytical data - Site conditions that justify a removal action - Reuse Assessment and Reasonably Anticipated Future Land Uses o Risk Evaluation <ul style="list-style-type: none"> - Human health risks - Ecological risks - Proposed cleanup levels o Identification of Removal Action Objectives <ul style="list-style-type: none"> - Statutory limits on removal actions - Removal action scope - Removal action schedule - Applicable or Relevant and Appropriate Requirements o Identification of Removal Action Alternatives o Analysis of Removal Alternatives <ul style="list-style-type: none"> - Effectiveness - Implementability - Cost o Comparative Analysis o Identification of ARARs o Provide technical assistance in the preparation of the Action Memo o Evaluation of Post-Removal Site control activities necessary to sustain the integrity of the Removal Action
ER	PRE-DESIGN ENGINEERING REPORT	PI	Prepare findings once data has been evaluated. The report shall provide information regarding the significance of the results relative to the design of the remedy
ES	EQUIPMENT/SERVICES/ UTILITIES	RD	Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.
ET	EXPERT TECHNICAL ASSISTANCE	TA/TB/TC	<p>Provide expert knowledge to the EPA in a variety of technical areas, including but not limited to: lead, incineration, ground water treatment, non-aqueous phase liquids (NAPL), soil vapor extraction. In addition, real estate, property law, and development expertise may be required. Typical activities include:</p> <ul style="list-style-type: none"> o Attend technical meetings and briefings at the direction of the EPA COR o Provide assistance in the development and/or review of technical information/documentation relating to the site (e.g., application of a specific technology on a specific site) o Counter-terrorism support

Task Code	Task Title	Work Area Code	Task Elements
EW	EXPERT WITNESS SUPPORT	LS	Prepare for the provision of expert testimony during litigation. The contractor shall not prepare testimony for expert witnesses who are EPA personnel.
FD	PRE-FINAL/FINAL DESIGN	RD, NA	<p>Prepare the Pre-final/Final design. Specific components may include preparation of the following:</p> <ul style="list-style-type: none"> o Subcontract award document o Pre-final/final design specifications o Pre-final/final drawings and schematics o Pre-final/final Design Criteria Report o Pre-final/final Basis of design report o Pre-final/final Construction Quality Assurance Plan o Draft O&M Manual o Relevant Appendices o Complete RA Solicitation Package o Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action o A pre-final/final design review/briefing for EPA o Bidability (offerability), operability, constructability, claims prevention, and environmental compliance reviews o Revised Project Delivery Strategy o The 100% design submittal shall include the final plans and specifications in reproducible format, final cost estimate and a schedule of the overall Remedial Action
FI	FIELD INVESTIGATION/DATA ACQUISITION	RI, RD, NS, RS, RO, RX, VO, ME, PO, PI, RK/RL	<p>For Work Areas RI, NS and PI:</p> <p>Collect environmental data. Typical activities include:</p> <ul style="list-style-type: none"> o Mobilization/Demobilization o Hydrogeological Assessment <ul style="list-style-type: none"> - Test boring and monitoring well installation and development - Downhole geophysics - Groundwater elevation measurements - Surface water elevation measurements o Soil Boring, Drilling, and Testing o Environmental Sampling <ul style="list-style-type: none"> - Field screening - Groundwater sampling - Surface soil sampling - Soil boring/permeability sampling - Surface water and sediment sampling - Air monitoring

Task Code	Task Title	Work Area Code	Task Elements
	(Contd. next page)		<ul style="list-style-type: none"> - Indoor sampling o Reuse Assessment o Geotechnical Survey o Field generated waste characterization and disposal in accordance with Local, State and Federal Regulations o Site Reconnaissance <ul style="list-style-type: none"> - Ecological resources reconnaissance - Well inventory - Existing well development and establishment of sampling points - Landfill gas emission sampling - Surface geophysical survey - On-Site and residential well sampling - Surface water sampling - Soil Sampling - Sediment sampling - Leachate sampling - Field screening - Tank and drum sampling o Ecological Characterization <ul style="list-style-type: none"> - Wetland and habitat delineation/function and value assessment - Wildlife observations - Benthic reconnaissance/community characterization - Identification of endangered species and others of special concern - Bioassays - Bioaccumulation studies - Biota sampling/population studies
FI	FIELD INVESTIGATION/DATA ACQUISITION (Contd.)		<p>For Work Areas VO, RS and RO:</p> <p>Provide technical field oversight for the purpose of documenting PRP performance of field work. A field logbook shall be kept by the contractor and provided to EPA. Typical activities include the following:</p> <ul style="list-style-type: none"> o Oversight and documentation of PRP field activities when directed by EPA COR o Collection of split samples o Perform sampling/screening/assessment when directed by COR o Preparation of Technical Oversight Reports <p>For Work Area PI:</p>

Task Code	Task Title	Work Area Code	Task Elements
			<ul style="list-style-type: none"> o Aquifer Pump Tests <ul style="list-style-type: none"> - Test wells - Observation wells - Pump test water containment <p>For RD and RK/RL: Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include:</p> <ul style="list-style-type: none"> o Environmental Survey o Mobilization/Demobilization o Test Boring and Monitoring Well Installation and Development o Soil Boring, Drilling, and Testing o Environmental Sampling: <ul style="list-style-type: none"> - groundwater sampling - surface soil sampling - soil boring/permeability sampling - surface water and sediment sampling - air monitoring - biota sampling o Physical/Chemical Testing (for treatment, handling or disposal) o Field generated waste characterization and disposal in accordance with Local, State and Federal Regulations <p>For RO, RX, ME and PO: Provide technical field oversight for the purpose of documenting PRP performance of field work. A field logbook shall be kept by the contractor and provided to EPA. Typical activities include:</p> <ul style="list-style-type: none"> o Oversee and document PRP field sampling activities o Collect samples during RD, RA and LTRA phases o Perform sampling/screening/testing/assessment (COR will list locations, types, and numbers of samples) o Prepare Technical Oversight Reports at the completion of RD sampling, and RA or LTRA cleanup validation activities

Task Code	Task Title	Work Area Code	Task Elements
FP	FACT SHEET PREPARATION	CR/CS/CT	Prepare and submit fact sheets regarding site activities. The fact sheets may include information regarding the Superfund process, site history, upcoming site activities and opportunities for public involvement in addition to information regarding the results of studies as well as plans for remediation. Provide graphics at the direction of EPA. EPA shall approve Fact Sheets before distribution.
FR	FIVE-YEAR REVIEW REPORT	FR	<p>Prepare draft five-year review report in accordance with the Comprehensive Five-Year Review Guidance issued June 2001. Provide information on how the implemented remedy is protective of human health and the environment (includes all draft and final reports) The report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Background information including an introduction, statement of objectives and a review of all ARARs o Description of site conditions including a summary of the site visit and a discussion of areas of non-compliance of ARARs o Summary of site visit and any interviews o Summary of findings, including any issues, recommendations, and followup actions o Discussion of community involvement activities, cleanup levels, exposure pathways, and other information o Preparation of review summary including technology recommendations, requirements for recommendation implementation and a statement of protectiveness that is well supported by the document and/or attachments o Summary of requirements to serve as the basis for subsequent five-year reviews, if required.
FS	FS REPORT	RI, RS	<p>For RI:</p> <p>Prepare findings once remedial alternatives have been screened and evaluated. The task includes preparation of all draft and final reports. The Feasibility Study Report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Feasibility Study Objectives o Remedial Objectives

Task Code	Task Title	Work Area Code	Task Elements
			<ul style="list-style-type: none"> o General Response Actions o Identification and screening of Remedial Technologies o Remedial Alternatives Description o Detailed Analysis of Remedial Alternatives (individual and comparative) o Summary and Conclusions <p>For RS: Review PRP Feasibility Study (FS) report. Perform a technical review and generate comments in the form of a Technical Memorandum.</p>
GS	SITE SECURITY/GUARD SERVICE	SS/ST/SU	<p>Safeguard material and personnel working at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Security services as necessary during field activities o Maintain daily log including a listing of all personnel entering and exiting the site o Comply with OSHA Regulation 29 CFR 1910, Hazardous Waste Operations and Emergency Response
ID	INTERMEDIATE DESIGN	RD, NA	<p>Prepare the intermediate design. Specific components include the following:</p> <ul style="list-style-type: none"> o Update RA schedule o Intermediate specifications o Intermediate drawings o Intermediate Design Criteria Report o Intermediate Basis of design report o Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial o An intermediate design review/briefing for EPA o Results of Value Engineering (VE) study if VE screening identified potential project savings
II	IDENTIFICATION OF EXISTING INFORMATION	RK/RL	<p>Review and interpret existing information. Typical activities include:</p> <ul style="list-style-type: none"> o Review of existing data o Coordination with COR to develop Data Quality Objectives (DQOs) o Identification of DQOs o Identification of data gaps
IR	INFORMATION REPOSITORIES	CR/CS/CT	<p>Maintain public information repositories. Mail information or visit repositories to ensure site-related information is readily accessible, when directed by EPA.</p>
IS	IDENTIFICATION AND SCREENING OF REMOVAL ALTERNATIVES	NS	<p>Identify and screen removal alternatives appropriate to the purpose and scope of the Non-Time Critical Removal Action, that comply with ARARs to the maximum extent practicable.</p>

Task Code	Task Title	Work Area Code	Task Elements
ML	SITE MAILING LIST	CR/CS/CT	Develop and update the site mailing list to provide labels as needed by EPA for informational mailings to the community. Mailing lists are to be prepared in accordance with Regional format and content requirements.
MS	MANAGEMENT SUPPORT	RA, CO, LR, NA, PC	Manage and monitor subcontract(s) required to implement the remedial action at the site. Typical activities include: <ul style="list-style-type: none"> o Financial Management <ul style="list-style-type: none"> Review and approve invoices, subcontract modifications, and Work Assignment/Task Order amendments to o Cost Monitoring <ul style="list-style-type: none"> Weekly and monthly tracking. Analyze progress payments and make recommendations including retaining o Engineering Support <ul style="list-style-type: none"> Review field logs, etc. Biweekly/weekly/monthly meetings. o Engineering Support Option <ul style="list-style-type: none"> Supplemental engineering support for field change requests, value engineering change proposals, non-conformance reports issued by resident engineer, and re-design activities.
NG	NEGOTIATION SUPPORT	NG	Attend and assist in negotiation sessions and meetings. Typical activities include: <ul style="list-style-type: none"> o Attend negotiation sessions and meetings o Provide technical assistance
OM	O&M OVERSIGHT	ME, OM	Assist in the review of documents and activities related to the oversight of PRP LR and oversight of O&M. This assistance is to ensure that the remedy remains protective of human health and the environment, compliant with ARARs, and is performing as designed. Typical activities include: <ul style="list-style-type: none"> o Review of inspection and O&M reports o Review of optimization studies and trend analysis o Attend site visits and inspections as directed by EPA COR o Review proposals to modify operation or remedy o Review proposals to terminate PRP LR or O&M. Note: This task could apply to PRP-lead and State-lead O&M
PA	PROPERTY ACQUISITION	RP/RQ/RR	Assist in the acquisition of real property. Typical activities, once property has been identified, include <ul style="list-style-type: none"> o Land Survey o Obtain title evidence <ul style="list-style-type: none"> - identify owner of the land - identify any encumbrances of record on the property o Obtain land appraisal o Provide technical assistance during land negotiation

Task Code	Task Title	Work Area Code	Task Elements
PB	PROCUREMENT OF SUBCONTRACT	RA, LR, NA, PC	<p>Solicitation of subcontract(s) required to implement the remedial action at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Pre-bid (Pre-Solicitation) Activities Duplication and distribution of contract documents; advertising/soliciting of bids (offers); issuing addenda; pre-bid meetings; resolution of bidder (offeror) inquiries; on-site visits; compilation of contract documents; resolicit bids/offers and repackage documents if necessary o Pre-award/Award Activities Receipt of bids (offers); determination of responsive, responsible bidders (offerors); bid (offer) tabulation; bid (offer) analysis; receipt of follow-up items from lowest responsible bidder (offeror); review of EEO, MBE requirements, SDB subcontracting plans, etc.; reference checks; request for consent from EPA; award of subcontract; notice of award. o Post Award Activities Post award meetings and preconstruction conference. Review of insurance, bonds, certificates, and documentation required by the specifications, especially permits. Set-up and acceptance of subcontractor schedule of values consistent with measurement and payment section. Establish guidelines for payment of selected items (materials) delivered to site but not yet installed. Review subcontractor activity schedule. o Submittal Review - Notice To Proceed Establish procedures for review of submittals. Review subcontractor submittals. Issue Notice To Proceed. o Review Revisions/Addendum to Subcontractor Submittals (optional)
PC	PROJECT COMPLETION AND CLOSE OUT	RA, CO, LR, NA, PC	<p>Ascertain project completion and close out of the subcontract(s) associated with the remedy at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Demobilization of Subcontractors o Pre-final/final Activities Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and o Final Payment/Punch List Resolution/certification that project is built according to plans and specifications. Trial periods, shakedown, test or trial runs/burns. o Submission of as-built drawings o Updating the O&M Manual o Training for state and/or contractor employees who will conduct the O&M o Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F) <p>For Work Areas RA, CO and PC:</p> <ul style="list-style-type: none"> o Remedial Action Report Prepare report in accordance with Close Out Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000 <p>For Work Area NA:</p> <ul style="list-style-type: none"> o After Action Report

Task Code	Task Title	Work Area Code	Task Elements
			Prepare report in accordance with NCP
PD	PRELIMINARY DESIGN	RD, NA	<p>Prepare the preliminary design. Specific components include the following:</p> <ul style="list-style-type: none"> o Recommended project delivery strategy and scheduling, including project acceleration strategies o Preliminary construction schedule o Outline of General Specifications o Preliminary drawings o Design Criteria Report o Basis of design report o Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action o Technical Support to EPA/State/USACE in Land Acquisition o Results of Value Engineering (VE) screening
PE	POST EE/CA SUPPORT	NS	<p>Perform activities subsequent to the Engineering Evaluation/Cost Analysis (EE/CA). Typical activities include:</p> <ul style="list-style-type: none"> o Attend public meetings, briefings, public hearings, technical meetings with PRPs o Provide technical assistance in the preparation of the Responsiveness Summary o Provide technical assistance in the preparation of the Action Memorandum
PJ	PROJECT PERFORMANCE	RA, LR, NA, PC	<p>Ensure the remedy (for RA and LR) and of the removal (for NA) by the subcontractor(s) at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). Typical activities include:</p> <ul style="list-style-type: none"> o Conduct prestart-up check-out; review O&M manual; describe and analyze potential operating problems; support training operation and maintenance of O&M staff, including State personnel; advise on conformity to applicable performance and operations requirements; determine cause of failure and develop corrective action report; review record development, laboratory procedures, process system, safety and emergency systems, and warranty files o Evaluate equipment system performance, witness performance tests, gather and test samples <p>For Work Areas RA and LR:</p> <ul style="list-style-type: none"> o (For the one year O&F period and/or a long term response action) Operate and provide appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate institutional controls such as fencing for the site in accordance with the Operation and Maintenance (O&M) Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the Work Assignment/Task Order. o Update the O&M Manual, as appropriate o Conduct Trend Analysis and Optimization Study as directed by EPA COR
PL	PROPOSED PLAN SUPPORT	CR/CS/CT	Coordinate and assist in the preparation and distribution of the draft and final Proposed Plan describing the preferred alternative and other alternatives evaluated in the Feasibility Study. The Plan shall be prepared in

Task Code	Task Title	Work Area Code	Task Elements
			accordance with Guide to Preparing Superfund Proposed Plans, Records of Decision, and Other Remedy Selection Decision Documents, OSWER Directive 9200.1-23P, July 1999 (most current version). The plan shall also describe opportunities for involvement in the remedy selection process. Provide graphics at the direction of EPA.
PM	PUBLIC MEETING/PUBLIC HEARING SUPPORT	CR/CS/CT	<p>Prepare for and provide support to the Agency at public informational meetings. Typical activities include:</p> <ul style="list-style-type: none"> o Attend meetings with the EPA COR and Community Involvement Coordinator o Assist in preparation of newspaper notices and placement of the notice in the newspaper o Provide support for meeting logistics o Prepare slides and/or other audio-visual material o Attend public meetings and/or open houses o Provide stenographic support o Prepare draft and final meeting summaries o Prepare presentation materials
PN	PUBLIC NOTICES	CR/CS/CT	Coordinate and publish Public Notices in a local newspaper serving the site community. Public Notices shall be submitted to EPA for review and approval before publication. Copies of Public Notices shall be submitted to EPA for inclusion in the Administrative Record and information repositories.

Task Code	Task Title	Work Area Code	Task Elements
PP	PROJECT PLANNING AND SUPPORT	In all Work Areas	<p>Perform project initiation and support. Typical activities include:</p> <ul style="list-style-type: none"> o Attend scoping meeting (with RPM to discuss oversight roles for RD/RA Oversight) o Conduct site visit (for RI/FS, RD, NS, RI/FS Oversight, VO, DA TA/TB/TC) o Develop work plan and associated cost estimate <ul style="list-style-type: none"> - Prepare construction cost estimate (RD) - Initiate discussion regarding 6% design limitation (RD) o Negotiate work plan and make necessary revisions as a result of EPA comments and/or negotiated agreements o Provide conflict of interest disclosure o Perform site specific project management (monitor costs, prepare Monthly Progress Report and Invoice) o Manage, track, and report status of site specific equipment o Prepare meeting minutes o Accommodate any external audit or review mechanism that EPA may require o Evaluate existing data, including usability, when directed by EPA o Coordination with local and emergency response teams o Review background documents when directed by EPA o Health and Safety Plan (Prime Contractor) o Attend EPA held training o Submit costs to the Contracting Officer for approval for Work Assignment/Task Order specific Pollution Liability Insurance, if the contractor plans to bill insurance premiums as a direct charge to the Work Assignment/Task Order and there is no contract wide Pollution Liability Insurance. (NOTE: Track and report all costs associated with this sub-task separately and in accordance with the Reports of Work, Attachment B, of this contract.) <p>For Work Areas RA, CO, LR, NA and PC: Prepare or modify the site specific plans required to implement the remedial action at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Update of Site Management Plan o Sampling and Analysis Plan o Construction Quality Assurance Plan o Contingency Plan o Health & Safety Plan (incorporating Subcontractor's Health and Safety Plan(s)) <p>For Work Areas RI/FS, RD, NS and RS</p> <ul style="list-style-type: none"> o Prepare a Sampling and Analysis Plan (SAP) for design activities containing a Field Sampling Plan (FSP) and a Quality Assurance Project Plan (QAPP). (For Work Area RD: reference RI/FS SAP as much as practicable.)
	(Contd. next page)		

Task Code	Task Title	Work Area Code	Task Elements
PP	PROJECT PLANNING AND SUPPORT (Contd.)		<p>For Work Area RI/FS:</p> <p>Perform project initiation and support. Typical activities include:</p> <ul style="list-style-type: none"> o Develop a conceptual understanding of the site based on the evaluation of existing data (submit Technical Memorandum) o Identify likely response scenarios and potentially applicable technologies and operable units that may address site problems (submit Technical Memorandum) o Prepare conceptual exposure pathway analysis in accordance with Regional guidelines and OSWER Directives 9285.7-01B, 12/89 (Risk Assessment Guidance for Superfund, Volume I: Human Health Evaluation Manual, Part A.) and 9285.7-01A (Risk Assessment Guidance for Superfund, Volume II: Environmental Evaluation Manual) o Initiate identification of Applicable or Relevant and Appropriate Requirements (ARARs) that may affect remedy selection o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (I)(I) and (I)(2) o Develop an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program o Develop/review qualifications of the laboratory for the given analytical requirements o Procure, manage, and provide oversight of pool and Team subcontracts for analytical services <p>For Work Area RD:</p> <ul style="list-style-type: none"> o Prepare Site Management Plan (SMP) that provides EPA with a written understanding of how access, security, management responsibilities and field generated waste disposal are to be handled o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a Emergency Response Plan in o Prepare a Contingency Plan to protect the local community in the event of an accident or an emergency. o Develop an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program. o Develop/review qualifications of the laboratory for the given analytical requirements o Procure, manage, and provide oversight of pool and Team subcontracts for analytical services

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Task Code	Task Title	Work Area Code	Task Elements
PP	PROJECT PLANNING SUPPORT (Contd.)		<p>For Work Area NS:</p> <p>Perform project initiation and support. Typical activities include:</p> <ul style="list-style-type: none"> o Develop data summaries when directed by EPA o Compile existing site data and reports o Identify significant data gaps that may limit ability to identify and evaluate removal alternatives o Develop a conceptual understanding of the site based on the evaluation of existing data (submit Technical Memorandum) o Identify likely response scenarios and potentially applicable technologies and operable units that may address site problems (submit Technical Memorandum) o Prepare conceptual exposure pathway analysis in accordance with Regional guidelines and OSWER Directives 9285.7-02B, 12/89 (Risk Assessment Guidance for Superfund, Volume 1: Human Health Evaluation Manual (Part A) Interim Final); 9285.7-01B, 12/91 (Risk Assessment Guidance for Superfund, Volume I: Part B, Development of Risk-Based Preliminary Remediation Goals); 9285.7-01C, 12/91 (Risk Assessment Guidance for Superfund, Volume 1: Human Health Evaluation Manual (Part C, Risk Evaluation of Remedial Alternatives)); 9285.7-47, 12/01 (Risk Assessment Guidance for Superfund (RAGS), Volume 1: Human Health Evaluation Manual (Part D, Standardization Planning, Reporting and Review of Superfund Risk Assessments) Final); and 9285.7-25, 2/97 (Ecological Risk Assessment Guidance for Superfund: Process for Designing and Conducting Ecological Risk Assessment) o Initiate identification of Applicable or Relevant and Appropriate Requirements (ARARs) that may affect selection of removal action o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (l)(1) and (l)(2) <p>For Work Area RS:</p> <ul style="list-style-type: none"> o Review background documents when directed by EPA o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (l)(1) and (l)(2). The PRP Health and Safety Plan may be adopted by the contractor if appropriate. o Develop an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program o Develop/review qualifications of the laboratory for the given analytical requirements o Procure, manage, and provide oversight of pool and Team subcontracts for analytical services o Review PRP Work Plan at direction of EPA COR and submit Technical Memorandum o Prepare Technical Memorandum and schedule for interface of Risk Assessment activities. Address data transfer from PRP; schedule contingencies. <p>For Work Areas RO and RX:</p> <ul style="list-style-type: none"> o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (l)(1) and (l)(2). The RI/FS Health and Safety Plan may be modified for use by the

Task Code	Task Title	Work Area Code	Task Elements
			contractor if appropriate.
PR	POST RI/FS SUPPORT	RI, RS	<p>Support issuance of the Agency's Record of Decision (ROD)</p> <p>For RI: The final recommendation contained in the ROD shall represent the opinion and recommendation of EPA not that of the contractor. Typical activities include:</p> <ul style="list-style-type: none"> o Attend public meetings, briefings, public hearings, technical meetings with PRPs o Prepare presentation materials o Provide technical assistance in the preparation of the Responsiveness Summary o Provide technical assistance in the preparation of the Proposed Plan and Record of Decision (ROD) o Prepare Feasibility Study Addendum <p>For RS: Typical activities include:</p> <ul style="list-style-type: none"> o Attend technical meetings, public meetings, briefings, public hearings o Provide technical assistance in the preparation of the Record of Decision (ROD) o Review PRP Feasibility Study (FS) Addendum o Provide technical assistance in the preparation of the Responsiveness Summary
RA	RISK ASSESSMENT	RI, NS, RS, VO, RK/RL	<p>Conduct Baseline Human Health and Ecological Risk Assessments. The objective of these assessments are to characterize and quantify where appropriate, the current and potential human health and environmental risks that would prevail if no further remedial action is taken.</p> <p>Risk Assessment must be done in accordance with applicable Agency guidance, directives and procedures.</p>
RC	POST ROD COST ANALYSIS	NG	<p>Perform cost analysis for alternative site actions pursuant to issuance of the ROD. Typical activities may include but are not limited to:</p> <ul style="list-style-type: none"> o Identify the range of specific alternatives that could feasibly occur at the site under the selected remedy and assess the probability that each alternative will be implemented o Estimate the cost of each of the alternatives o Identify the implicit range of uncertainty associated with the cost estimate for each alternative under

Task Code	Task Title	Work Area Code	Task Elements
			<p>consideration</p> <ul style="list-style-type: none"> o Determine the uncertainty regarding the actual extent to which the remedial activity will take place o Determine the probability that legislative requirements or actual operating experience at the Site will cause additional remedial activities to be required in the future o For each potential cost element identified, indicate the point in time at which the cost might be incurred in order that proper discounting can take place o Utilize a decision tree analysis to develop a distribution of net present values of potential cost outcomes o Review proposed redevelopment plan and estimate costs
RE	REMEDIAL ALTERNATIVES EVALUATION	RI, RS	<p>For RI:</p> <p>Assess individual alternatives against each of the nine evaluation criteria and a comparative analysis of all options against the evaluation criteria. The analysis shall be consistent with the National Contingency Plan (NCP), 40 CFR Part 300 and shall consider the Guidance for Conducting Remedial Investigation and Feasibility Studies under CERCLA (OSWER Directive 9355.3-01), Guide to Developing and Documenting Cost Estimates During the Feasibility Study (OSWER Directive 9355.0-75), and other pertinent OSWER guidance. The analysis will include institutional controls (ICs) to the extent appropriate. EPA will make the determination regarding final selection of the remedial alternative.</p> <p>The nine criteria to be employed in evaluation of remedial alternatives are:</p> <ul style="list-style-type: none"> o Overall protection of human health and the environment o Compliance with ARARs o Long-term effectiveness and permanence o Reduction in toxicity, mobility or volume through treatment o Short-term effectiveness o Implementability - technical and administrative o Cost o State acceptance o Community acceptance <p>For Work Area RS:</p> <p>Review the PRP evaluation of remedial alternatives. Comment whether the PRPs have followed evaluation procedures as outlined in the National Contingency Plan (NCP), 40 CFR Part 300 and the Guidance for Conducting RI/FS under CERCLA (OSWER Directive 9355.3-01). Provide a technical review of the PRP evaluation.</p>

Task Code	Task Title	Work Area Code	Task Elements
RI	DETAILED RESIDENT INSPECTION (RESIDENT ENGINEER)	RA, CO, LR, NA, PC	<p>Monitor and document work being done at the site in accordance with the design and all subcontract(s) documents (drawings, specifications and plans) and to assure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include:</p> <ul style="list-style-type: none"> o Conduct/attend progress meetings o Maintain field logs and daily diaries o Provide advice on what is intended by subcontract documents, prepare sketches to reflect field conditions, check construction drawings submitted by construction subcontractors for compliance with design concept, prepare reports on inspections, make final inspection and prepare report. Monitor, update, and report such interviews so that he/she may be present on site.) o Review and recommend action on value engineering change proposals; review and make recommendations for changes; provide advice on need and cost of proposed change orders, provide assistance in prevention and resolution of subcontractor claims, recommend approval or rejection of construction schedules o Perform field testing, recommend action on health and safety considerations (e.g. site safety plan), monitor quality control procedures
RO	REMEDIAL ACTION OVERSIGHT	RO, RX, PO	<p>Provide technical field oversight of PRP activities to ensure construction takes place in accordance with EPA accepted plans and specifications. The oversight activities shall also include observations regarding the manner in which the Construction Quality Assurance and Health & Safety Plans are implemented. The amount of oversight will be dependent upon the type and complexity of the Remedial Action and is at the discretion of the EPA COR. Maintain a field logbook (including photographs as appropriate) to be provided to EPA. The contractor may provide oversight of O&M or PRP Long-term Responses. Any non-conformance with the ROD, CD, Plans, or other project documents shall be reported to the COR.</p>

Task Code	Task Title	Work Area Code	Task Elements
RP	REVIEW OF PRP RD/RA SUBMITTALS	RO, RX, ME, PC	<p>Review PRP RD/RA submittals. Perform a technical review and generate comments in the form of a Technical Memorandum. All final decisions regarding RD/RA submittals by PRPs shall remain the sole responsibility of EPA. Consider the following factors during the review of documents:</p> <ul style="list-style-type: none"> - Technical requirements of the ROD, Consent Decree (CD) (with SOW), and ARARs - Standard professional engineering practices - Applicable statutes, EPA policies, directives and regulations - Spot checking design calculations to assess accuracy and quality of design activities and conformance with results of field data and treatability studies - Examination of planning and construction schedules for meeting project completion goals - Examination of the proposed construction schedule for meeting project completion goals - Operability, Constructability, and Environmental Compliance Reviews <p>Typical documents for review and technical support include but are not limited to the following:</p> <ul style="list-style-type: none"> - Work plans - Basis of Design Report - Design Criteria Report - List of RD Submittals - Remedial Design Packages (Preliminary, Intermediate, Pre-Final, and Final) - Site Management Plan for Remedial Construction - Remedial Action Work Plan - List of Submittals by RA Contractor - O&M Manual - As Built Drawings - PRP Remedial Action Report

Task Code	Task Title	Work Area Code	Task Elements
RQ	REVIEW OF PRP REMOVAL SUBMITTALS	VO	<p>Review PRP submittals associated with planning and carrying out the removal action. Perform a technical review and generate comments in the form of a Technical Memorandum. All final decisions regarding PRP submittals shall remain the sole responsibility of EPA. The following factors shall be considered during the review of documents:</p> <ul style="list-style-type: none"> - Technical requirements of the design - Standard professional engineering practices - Applicable statutes, EPA policies, directives and regulations - Spot checking design calculations to assess accuracy and quality of design activities - Examination of planning and construction schedules for meeting project completion goals <p>Typical documents the contractor may be tasked to review include but are not limited to the following:</p> <ul style="list-style-type: none"> - Work plans - Designs (Preliminary, Intermediate, Pre-Final, and Final) - Site Management Plan for Construction - Action Work Plan - O&M Plan - As Built Drawings - After Action Report
RR	REMEDIAL INVESTIGATION REPORT	RI, RS	<p>For Work Area RI:</p> <p>Prepare findings once data has been evaluated. The RI shall provide information to assess risks to human health and the environment and to support the development, evaluation and selection of appropriate response alternatives. The task includes all draft and final reports. The RI report shall be written in accordance with "Guidance for Conducting Remedial Investigations/Feasibility Studies under CERCLA," OSWER Directive 9355.3-01, October 1988, Interim Final (or latest revision) and "Guidance for Data Usability in Risk Assessment," (EPA/540/G-90/008), September 1990 (or latest revision).</p> <p>The RI report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Site Background o Investigation <ul style="list-style-type: none"> - Field Investigation and technical approach - Chemical analyses and analytical methods - Field methodologies (biological, surface water, sediment, soil boring, soil sampling, monitoring well installation, groundwater sampling, hydrogeological assessment) o Site Characteristics <ul style="list-style-type: none"> - Geology - Hydrogeology

Task Code	Task Title	Work Area Code	Task Elements
			<ul style="list-style-type: none"> - Meteorology - Demographics and land use - Reuse assessment - Ecological assessment o Nature and Extent of Contamination <ul style="list-style-type: none"> - Contaminant sources - Contaminant distribution and trends o Fate and Transport <ul style="list-style-type: none"> - Contaminant characteristics - Transport processes - Contaminant migration trends o Risk assessment o Summary and Conclusions <p>For Work Area RS: Review PRP Remedial Investigation (RI) reports. Perform a technical review and generate comments in the form of a Technical Memorandum. Identify data gaps that may be important for the Human Health and Ecological Risk Assessments and the Feasibility Study</p>
RS	REMEDIAL ALTERNATIVES SCREENING	RI, RS	<p>For Work Area RI: Develop appropriate remedial alternatives to undergo full evaluation. The alternatives are to encompass a range including innovative treatment technologies consistent with the regulations outlined in the National Contingency Plan (NCP), 40 CFR Part 300 and applicable Agency guidance, procedures and directives. The analysis will include institutional controls (ICs) to the extent appropriate. Typical activities include:</p> <ul style="list-style-type: none"> o Establish remedial action objectives o Establish general response actions o Identify and screen applicable remedial technologies o Develop remedial alternatives in accordance with Section 300.430(e) of the NCP (1990) o Screen remedial alternatives for effectiveness, implementability and cost o Prepare Technical Memorandum <p>For Work Area RS: Review the PRP identification and screening of technologies and alternatives for technical adequacy. This review shall include the identification of technologies considered feasible but not addressed by the PRP. Review and</p>

Task Code	Task Title	Work Area Code	Task Elements
			comment whether the PRPs have followed screening procedures outlined in the NCP, 40 CFR part 300 and applicable Agency guidance, procedures and directives.
RV	REUSE PLANNING	RD, RA, LR, PC, RO, RX, ME, OM, PO	Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long term protectiveness of the remedy.
SA	INTEGRATED SAMPLING/INVESTIGATION SUPPORT	SA/SB/SC	<p>Provide support for the current screening level SI (see section 2.1 of Guidance for Performing Site Inspection Under CERCLA, OSWER Directive 9345.1-05, September 1992) and any removal sampling activities not already addressed. Activities performed pursuant to this task will occur when a remedial action is warranted and the site appears that it will be placed on the NPL. Typical activities include:</p> <ul style="list-style-type: none"> o Performing integrated SI/removal assessment sampling with the following emphasis: <ul style="list-style-type: none"> <u>Remedial SI Emphasis</u> <ul style="list-style-type: none"> - Attribution to the site - Background samples - Ground water samples - Grab samples from residential soils - Surface water sediment samples - HRS factors related to surface water sample locations - Strategic sampling for the HRS - Use of routine analytical services (RAS) and Quick Turnaround Methods (QTM) available via the EPA Contract Laboratory Program (CLP) [Analytical services must be suitable for NPL listing purposes and data should include the appropriate reporting requirements to allow for data validation at a later date if - Full screening organic and inorganic analyses - Definitive analyses - Documentation including targets and receptors - Computing HRS scores - Standardized reports <u>Removal Assessment Emphasis</u> <ul style="list-style-type: none"> - Sampling from containers - Physical characteristics of wastes - Treatability and other engineering concerns - Composite and grid sampling needs

Task Code	Task Title	Work Area Code	Task Elements
			<ul style="list-style-type: none"> - Rapid turnaround on analytical services - Field/screening analyses - PRP-lead removal actions - Goal of characterizing site (e.g., defining extent of contamination) - Focus on NCP removal action criteria o Provide a SI/removal assessment sampling report including a description of the analytical data quality procedures utilized to ensure collection of data needed for HRS observed releases. o Complete a HRS screening using PREScore (if not already done as part of previous site evaluation) and report the draft score to the Region prior to proceeding with the formal HRS package. o Upon Regional approval, preparing a draft HRS Package (including Site Summary, computerized HRS Score Sheets, Documentation Record, Figures, Maps, and References). o Respond to comments from the Region, EPA-Headquarters, and the Headquarters HRS Quality Assurance Contractor, and finalizing the formal HRS Package.
SD	INITIAL SITE DISCOVERY/SCREENING SUPPORT	SA/SB/SC	<p>Provide support during initial site discovery and screening. Typical activities may include:</p> <ul style="list-style-type: none"> o Review EPA Form 9200-1, "Incident Notification Report" to become familiar with the project o Provide technical support to EPA in its review of potential options for the project which include: no action, defer to other authority, emergency response, removal preliminary assessment, remedial preliminary assessment, or an integrated preliminary assessment o Perform a site visit which may include the collection of the following data elements: <ul style="list-style-type: none"> - Current human exposure identification (option - determine the presence of multiple sources of risk and - Source identification including locations, sizes and volumes - Information on hazardous substances which are present - Labels on drums and/or containers - Containment evaluation - Evidence of releases - Location of wells on-site and in the immediate vicinity of the site - Runoff channels or pathways - Location of site or sources relative to surface water - Nearby wetlands evaluation - Nearby land uses - Distance measurements or estimates for wells, land uses, surface water and wetlands - Public accessibility to the site - Blowing soils and air contaminants - Photo documentation of site conditions - Site sketches - Petroleum release - Fire/explosion threats - Urgency for need for response actions - Response and treatment technology evaluation - Pathway analysis - Perform environmental, media, waste and/or biota sampling (optional) - Perimeter survey

Task Code	Task Title	Work Area Code	Task Elements
	(Contd. next page)		<ul style="list-style-type: none"> - Number of people within 200 feet - Sensitive environments/species determination o Initiate and document a file search which may include: <ul style="list-style-type: none"> - Regulatory program files (e.g., RCRA, Water, State, County, etc.) - Site access information and property ownership - Site history and industrial processes - Substances used at the site - Past releases (substances, locations, and impacts) - Latitude and longitude - Topographic maps - Initiate collection of information related to delineation of potentially responsible parties - Treatment technology review - Sensitive environments along a 15-mile surface water pathway - Size of wetlands - Preliminary HRS score/PREscore
SD	INITIAL SITE DISCOVERY/SCREENING SUPPORT (Contd.)	SA/SB/SC	<ul style="list-style-type: none"> o Review file search and site visit data and report results of this analysis to EPA o Collect any information needed to complete a remedial site assessment (Preliminary Assessment) that was not part of the initial file search or site visit including: <ul style="list-style-type: none"> - Population within 1 and 4 miles - All private and municipal wells within 4 miles - Depth to groundwater - Local or regional geology and climate - Distance to surface water measured - Fisheries along a 15 mile surface water migration pathway - Sensitive environments along a 15-mile surface water pathway - Size of the wetlands - Preliminary HRS score/PREscore <p>Conduct all preliminary assessments in accordance with "Guidance of Performing Preliminary Assessments under CERCLA," OSWER Directive 9345.01-01A, September 1991, or latest revision</p>
SI	SITE INSPECTION/TECHNOLOGY REVIEW	FR	Conduct a management system review and technical compliance evaluation of specific elements of the Action required to protect human health and the environment. The scope of the site inspection shall include all components of the source control/groundwater remediation to determine whether each element of the ROD(s)

Task Code	Task Title	Work Area Code	Task Elements
			has been implemented and whether each component of the remedy is operating in accordance with its intended function.
SM	SITE MAINTENANCE	SS/ST/SU	Provide site maintenance.
SN	SAMPLE ANALYSIS	RI, RD, NS, RS, RO, RX, VO, ME, PO, AN/AO/AP, PI, PT, RK/RL, LT	Analyze environmental and waste samples. The contractor may utilize or be directed to utilize a variety of mechanisms to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or Team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or Regionally procured laboratories. This task consists exclusively of performance of sample analyses and production of analytical data. [NOTE: Covers work done by Lab only - no hours should be reflected under this task. Dollars only task.]
SO	SITE FILE ORGANIZATION	RM/RN/RT	Organize site files. Typical activities include: o Collect all site files o Organize documents according to Regional file structure in accordance with Regional guidance or other procedures as specified in the Work Assignment/Task Order
SR	STANDARDS (ARAR) REVIEW	FR	Review of ARARs in the ROD(s) and the ROD Summary(s), and a review of Federal, State or Local regulations related to public health or the environment, promulgated subsequent to the ROD, for changes in standards.
SS	SITE SPECIFIC ACTIVITIES	PA, SI, HR	Each of these tasks includes all activities related to a single site. Each site will be assigned a consecutively numbered task. Typical activities include but are not limited to the following: o Conduct site specific project planning o Assist in determining CERCLA eligibility and collection of background information o Prepare site specific work plans o Conduct field work activities including obtaining site access, on-site/off-site reconnaissance and preparation of trip report and other follow-up activities o Provide invoice addendums to allocate costs site specifically o Prepare draft and revised HRS score for EPA review and determination of final HRS score For Work Area SI: o Conduct field work activities - conduct sampling visit - validate sampling data - dispose of Investigation Derived Wastes o Prepare site specific plans including: - Health and Safety Plan (HSP) - Sampling Plan - SAP Sampler - Investigation Derived Wastes (IDW) Plan o Prepare draft and final SI report For Work Area HR:

Task Code	Task Title	Work Area Code	Task Elements
			<ul style="list-style-type: none"> o Prepare summary report or data gap memo o Prepare HRS documentation record
SU	RESPONSIVENESS SUMMARY SUPPORT	CR/CS/CT	Perform administrative and technical support for the Responsiveness Summary. Provide assistance in compiling and summarizing comments received during the public comment period on the Proposed Plan.
SV	SITE VISITS/INTERVIEWS	FR	Interview, where appropriate, previous site staff/management, nearest residents to the site, Potentially Responsible Parties (PRPs), State and Local Government personnel, facility operating staff, O&M contractors, or other personnel associated with the selection and implementation of the Action.
TA	TECHNICAL ASSISTANCE	LS, DA	<p>For Work Area LS:</p> <p>Provide technical assistance during litigation. Typical activities include:</p> <ul style="list-style-type: none"> o Review of documents o Assist in preparation of affidavits o Preparation and attendance at meetings o Technical support at meetings with PRPs <p>For Work Area DA:</p> <p>Provide technical assistance to the COR during design activities. Typical activities include:</p> <ul style="list-style-type: none"> o Attend technical meetings, briefings at direction of EPA o Provide assistance in the development and/or review of design packages o Conduct and/or assist in Value Engineering (VE) screening o Conduct and/or assist in VE study if VE screening identified potential project savings o Report results of VE study o Conduct and/or assist in the technical analysis of Value Engineering change proposals (VECPs) o Provide community Involvement support o Provide technical assistance in the development of the bid package
TM	TECHNICAL MEETING SUPPORT	RO, RX, VO, ME, OM, PO	Attend and document technical meetings with EPA, the PRPs, the PRP contractor and the State Agency.
TP	TREATABILITY STUDY/PILOT TEST REPORT	PT	<p>Prepare all draft and final reports documenting findings. The report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Introduction <ul style="list-style-type: none"> - Site description - Waste stream description - Technology description - Previous treatability studies at the site o Conclusions and Recommendations o Treatability Study Approach <ul style="list-style-type: none"> - Test objectives and rationale - Experimental design and procedures - Equipment and materials - Sampling and analysis

Task Code	Task Title	Work Area Code	Task Elements
			<ul style="list-style-type: none"> - Data management - Deviations from the Work Plan o Results <ul style="list-style-type: none"> - Data analysis and interpretation - Quality assurance/quality control o Summary and Conclusions
TT	TREATABILITY STUDY/PILOT TESTING	RI, RD, RS, PI, PT	<p>For Work Areas RI, RD, PI, PT</p> <p>Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include:</p> <ul style="list-style-type: none"> o Provide test facility and equipment o Test and operate equipment o Retrieve sample for testing (Not for Work Area PT) o Prepare Technical Memorandum (Not for Work Area PT) o Characterization and disposal of residuals in accordance with Local, State and Federal Regulations (Not for Work Area PT) <p>For Work Area RS</p> <p>Provide technical oversight of PRP Treatability Study/Pilot Testing. The activities include:</p> <ul style="list-style-type: none"> o Review of PRP work plan for Treatability Study/Pilot Test o Split Sampling o Oversight of Treatability Study/Pilot Test activities o Preparation of Technical Memorandum
VO	REMOVAL OVERSIGHT	VO	<p>Provide technical field oversight of PRP activities to ensure removal takes place in accordance with EPA accepted plans and specifications. The oversight activities shall also include observations regarding the manner in which the Quality Assurance and Health & Safety Plans are implemented. The amount of oversight will be dependent upon the type and complexity of the Action and is at the discretion of the EPA COR. Maintain a field logbook (including photographs as appropriate) which shall be provided to EPA. Provide oversight of O&M or Long-term Response Actions performed by PRPs.</p>

RAC 2 Full Service TASK INVENTORY

Work Area Categories and Codes

Fund-Lead Work Areas	
Work Area (in WBS)	Work Area Code
Remedial Investigation/Feasibility Study	RI
Remedial Design	RD
Remedial Action	RA
Construction Support	CO
Long-Term Response Action	LR
Non-Time-Critical Removal Support (EE/CAs)	NS
Non-Time-Critical Removal Action	NA
Post-Construction Remedial Action	PC

Coding definitions for WBS and/or Task Inventory:

Work Area Code: Unique Code to a specific Work Area as defined
In the Work Breakdown Structure (WBS)

Task Code: Code unique to a Task Title within a specified Work Area
Code as identified in the WBS.

Action Code: Code providing unique link between CERCLIS and
IFMS. Positions 31-32 of the Account Number.

TASK INVENTORY – TASK CODES

Enforcement Support Work Areas	
Work Area (in WBS)	Work Area Code
RI/FS Oversight	RS
Negotiation Support	NG
RD Oversight	RO
RA Oversight	RX
Removal Oversight	VO
Long Term Response Oversight	ME
O&M Support	OM
Litigation Support	LS
Post-Construction RA Oversight	PO

Other Technical Assistance Work Areas	
Work Area (in WBS)	Work Area Code

Community Involvement	CR/CS/CT
Sampling and Analytical Support	AN/AO/AP
Pre-Design Investigation	PI
Treatability Study/Pilot Testing	PT
Risk Assessment	RK/RL
Preliminary Assessment for Site Assessment	PA
Site Inspection for Site Assessment	SI
HRS Package Preparation for Site Assessment	HR
Site Security and Maintenance	SS/ST/SU
Design Assistance	DA
Five Year Review	FR
Records Management and Administrative Support	RM/RN/RT
Real Property Acquisition Support	RP/RQ/RR
Technical Assistance	TA/TB/TC
Integrated Site Assessment/Investigation	SA/SB/SC

TASK INVENTORY - TASK CODES

CODE	DESCRIPTION
AI	REMEDIAL ACTION IMPLEMENTATION (SUBPOOL ACTIVITIES)
AL	ANALYSIS OF REMOVAL ALTERNATIVES
AN	ANALYTICAL SUPPORT AND DATA VALIDATION
AR	ADMINISTRATIVE RECORD
AS	ADMINISTRATIVE SUPPORT
CD	CHARACTERIZATION AND DISPOSAL OF FIELD GENERATED WASTE
CO	WORK ASSIGNMENT/TASK ORDER CLOSEOUT
CP	COMMUNITY RELATIONS PLAN
CR	COMMUNITY RELATIONS
CV	CLEANUP VALIDATION
DC	DOCUMENT COLLECTION
DE	DATA EVALUATION
DI	DATA ANALYSIS AND INTERPRETATION
DR	DOCUMENT REVIEW
DS	POST REMEDIAL DESIGN SUPPORT
EE	ENGINEERING EVALUATION/COST ANALYSIS (EE/CA) REPORT
ER	PRE-DESIGN ENGINEERING REPORT
ES	EQUIPMENT/SERVICES/UTILITIES
ET	EXPERT TECHNICAL ASSISTANCE
EW	EXPERT WITNESS SUPPORT
FD	PRE-FINAL/FINAL DESIGN
FI	FIELD INVESTIGATION/DATA ACQUISITION
FP	FACT SHEET PREPARATION
FR	FIVE-YEAR REVIEW REPORT
FS	FS REPORT
GS	SITE SECURITY/GUARD SERVICES
CODE	DESCRIPTION
ID	INTERMEDIATE DESIGN

CODE	DESCRIPTION
II	IDENTIFICATION OF EXISTING INFORMATION
IR	INFORMATION REPOSITORIES
IS	IDENTIFICATION AND SCREENING OF REMOVAL ALTERNATIVES
ML	SITE MAILING LIST
MS	MANAGEMENT SUPPORT
NG	NEGOTIATION SUPPORT
OM	O&M OVERSIGHT
PA	PROPERTY ACQUISITION
PB	PROCUREMENT OF SUBCONTRACT
PC	PROJECT COMPLETION AND CLOSE OUT
PD	PRELIMINARY DESIGN
PE	POST EE/CA SUPPORT
PJ	PROJECT PERFORMANCE
PL	PROPOSED PLAN SUPPORT
PM	PUBLIC MEETING/PUBLIC HEARING SUPPORT
PN	PUBLIC NOTICES
PP	PROJECT PLANNING AND SUPPORT
PR	POST RI/FS SUPPORT
RA	RISK ASSESSMENT
RC	POST ROD COST ANALYSIS
RE	REMEDIAL ALTERNATIVES EVALUATION
RI	DETAILED RESIDENT INSPECTION (RESIDENT ENGINEER)
RO	REMEDIAL ACTION OVERSIGHT
RP	REVIEW OF PRP RD/RA SUBMITTALS
RQ	REVIEW OF PRP REMOVAL SUBMITTALS
RR	REMEDIAL INVESTIGATION REPORT
RS	REMEDIAL ALTERNATIVES SCREENING
RV	REUSE PLANNING
CODE	DESCRIPTION

CODE	DESCRIPTION
SA	INTEGRATED SAMPLING/INVESTIGATION SUPPORT
SD	INITIAL SITE DISCOVERY/SCREENING SUPPORT
SI	SITE INSPECTION/TECHNOLOGY REVIEW
SM	SITE MAINTENANCE
SN	SAMPLE ANALYSIS
SO	SITE FILE ORGANIZATION
SR	STANDARDS (ARAR) REVIEW
SS	SITE SPECIFIC ACTIVITIES
SU	RESPONSIVENESS SUMMARY SUPPORT
SV	SITE VISITS/INTERVIEWS
TA	TECHNICAL ASSISTANCE
TM	TECHNICAL MEETING SUPPORT
TP	TREATABILITY STUDY/PILOT TEST REPORT
TT	TREATABILITY STUDY/PILOT TESTING
VO	REMOVAL OVERSIGHT

Attachment B

Remedial Action Contract 2 Reports of Work for Work Assignments

Remedial Action Contract 2 Reports of Work for Work Assignments

1.0 Introduction

1.1 Overview

EPA requires Remedial Action Contractors to submit various types of information on their work, ranging from Work Assignment Work Plans to project deliverables. The purpose of this Appendix is to describe the categories of reports of work Contractors shall be required to provide routinely to EPA under a Remedial Action Contract 2 (RAC 2). Required report format, content, and submission instructions are also presented here.

1.2 Report Categories

The required standard categories of RAC reports are (1) Progress Reports; (2) National Reports; (3) Electronic Reporting; (4) Electronic Invoicing; (5) Work Plans; (6) Project Reports (i.e., RI/FS report); (7) Cost Recovery Documentation; (8) Non-CLP Analytical Services Tracking; and (9) Regional Specific Reporting.

Report Title	Frequency	Number of Copies	Recipients
Progress Reports* <ul style="list-style-type: none"> Executive Summary (Narrative and Backup Overall Contractual Reports) Work Assignment (WA) Reports (Narrative and Financial Status)* Contract Invoice Backup Reports* 	Monthly Monthly Monthly	1 Paper 3 CD ROMs PDF of WA Rpts* PDF w/WA Rpts*	CO CO (1) & PO (2) WAMS WAMS
National Reports <ul style="list-style-type: none"> Executive Summary (Contractual Reports over) 	Monthly	1 PDF each via e-mail	HQ - OSRTI HQ - OAM
Electronic Reporting	Monthly	See Section 6 Data loaded via EDI**	
Electronic Invoicing	Monthly	See Section 6 Data loaded via EDI***	
Work Plans	In Response to Work Assignments	1 PDF each via e-mail	CO & PO
Project Reports	As Specified in Work Assignments	As Requested	As Requested
Cost Recovery Documentation	As Requested	As Requested	As Requested
Non-CLP Analytical Services Tracking	Monthly	See Section 11	See Section 11
Region Specific Reporting Requirements	As Requested	See Section 12	See Section 12

* Entire Monthly Progress Report to be submitted on CD ROM to CO and PO. At the end of each Contract Year, consolidate year's reports on to one (1) CD ROM. Provide both PO and CO with copy of yearly consolidation.

WAM = Work Assignment Manager

PO = EPA Project Officer

CO = EPA Contracting Officer

HQ - OSRTI = Headquarters, Office of Superfund Remediation and Technology Innovation, Contracts Management Branch

HQ - OAM = Headquarters, Office of Acquisition Management

RTP = Research Triangle Park

- Note: RTP Receives Invoice Backup only as part of Invoice Submission.

1.3 General Reporting Instructions

Reports shall be submitted in hardcopy and/or electronically as specified. These report formats are a national standard and shall be followed explicitly (i.e., columns, field lengths, and data elements). All documents shall be inspected and accepted in accordance with the Contract Section E, Inspection and Acceptance Clause.

While the Report descriptions serve as a baseline for the **required standard** reports, additional reporting requirements may be imposed to meet EPA's contractual or programmatic information needs, such as for cost recovery documentation purposes. The EPA may request additional information and/or reports as required.

The Contractor shall provide an electronic data system that will be capable of delivering the electronic reporting files (see Section 6.0) as well as progress and financial reports for work assignments. Progress and financial reports will be sent via e-mails directly to the work assignment managers (WAMs); two (2) CD-ROMs to the Project Officer (PO); and one (1) CD-ROM to the Contracting Officer. Electronic reporting files will be submitted as defined in Section 6.0. The e-mails to the WAMs shall provide separate PDF files for the monthly progress report, financial reports and a voucher review sheet. Subject line of e-mail to WAM should include Contractor Name and Work Assignment Number. The WAM voucher review sheet shall indicate the performance period, the voucher number for that month and shall include the WAMs name. No hard copies will be furnished to WAMs or the PO; one bound hard copy of the monthly progress reports and financial reports shall be provided to the CO. Each of the CD-ROMs provided to the PO and CO shall contain PDF files of each work assignment monthly progress and financial report. The CD-ROMs labels shall indicate that the disk contains confidential business information. Each Regional PO will provide the format and informational requirements to the contractor for the WAM voucher review sheet and the e-mail address for each WAM. One bound hard copy of the monthly progress reports and financial reports shall be delivered to the Contracting Officer for each contract. At the discretion of the Project Officer, a hard copy may be provided to the Project Officer.

2.0 RAC Progress Reports

2.1 Overview

This section describes the requirements for the monthly Progress Report. The Progress Report consists of four parts: (1) Executive Summary; (2) Work Assignment (WA) Reports; (3) Contract Financial Status Reports; and (4) Contract Invoice Backup Reports.

2.2 General Instructions

The Contractor shall prepare Monthly Progress Reports providing EPA with information on the financial and technical status of individual Work Assignments and the overall contract. The Progress Report shall include narrative discussions of work performed as well as financial data to enable the Agency to assess Contractor progress and compliance with work schedules and budgets

Monthly Progress Reports and invoices shall cover the same calendar period, the first of the month to the end of the month, to enable POs and WAMs to use both documents for invoice and progress reviews. Data elements used in both documents must be calculated using the same method to ensure that contract data presented in the monthly progress report match the same information presented in monthly invoice. **All reports will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods. (The ONLY reports that cover more than one Contract Period are Reports 8, 9 and 11.)**

The Contractor shall submit the complete Monthly Progress Report and copy of the invoice to the Project Officer and Contracting Officer concurrently with invoice submittal to Research Triangle Park (RTP). In addition, the contractor shall submit via regular mail the Monthly Progress Report and copy of the invoice so the Regional Office will have them no later than 20 days after the end of the reporting period. This submission will comprise of one (1) bound paper copy to the Contracting Office and one CD ROM to the Contracting Officer and on CD ROM the Project Officer (who may also request a paper copy). The CD ROM will contain PDFs of each Work Assignment Monthly Progress Report, financial back up sheets, Executive Summary, etc.

The Contractor shall e-mail each Work Assignment's Monthly Progress Report as PDFs to the applicable WAM. The subject line of the e-mail will clearly identify the contract number and WAM/Task Order Number. The Monthly Progress Report will have a voucher review sheet and the financial information for each Work Assignment included with the narrative for that Work Assignment, i.e. Reports 1, 1A, 2T or 2C (as appropriate). The voucher review sheet will indicate the performance period, the voucher number for that month and shall include the WAM's name. The Project Officer will provide the format and information requirements to the contractor for the WAM Voucher Review Sheet. No paper reports will be sent to the WAMs.

These procedures will ensure that officials responsible for invoice approval have adequate and timely information available to review and approve the invoice. Note that progress reports shall be sent via regular mail (i.e., the cost of express mailing or delivery shall not be billable to the contract).

2.3 Executive Summary

Contractors shall use the Executive Summary section of the Progress Report to provide EPA with an overview narrative that describes contract level activities and utilization. It shall highlight key activities, deviations from planned schedules and budgets, and corrective actions taken and planned, including changes of personnel. The Contracting Officer and Project Officer may choose to limit number of pages for the narrative section.

The Executive Summary shall also include Financial Backup Reports 4T, 4C, as well as, Related Backup Reports -- Contacts, Report 8 through Report 11 as defined in the RAC Reports Definitions, Section 3.3, Executive Summary Backup Reports. Also include a copy of Report 7T and 7C.

If a Work Assignment does not have any activity during a given a reporting period, do not submit a Monthly Progress report for the respective period for that Work Assignment. A Work Assignment, which did not have activity during that month, must be cited in the Executive Summary indicating that a Monthly Progress Report was not prepared for the reporting period. The Monthly Progress Report includes the Financial Backup Report; therefore, the Narrative, Reports 1, 1A, and 2T/2C are not submitted for months in which a Work Assignment does not have any activity.

Numbered reports in the Executive Summary will be sent as a PDF to EPA Headquarters via e-mail. Subject of e-mail will have Contractors Name, Region number, and name "Executive Summary" for Month and Year. Do not sent the overview narrative to Headquarters.

2.4 Work Assignment Level Reports

Contractors shall use the Work Assignment Level Reports to provide EPA with Work Assignment level technical and financial information. A Work Assignment is site-specific and covers one (1) Work Area as defined in the Work Breakdown Structure in the Statement of Work. **Combining sites or Work Areas is not allowed.** Technical information is reported by the Contractor in

narrative format, while the financial data is captured in Report 1 through Report 5T and 5C. Term Form Work Assignments will be covered on Reports 1, 1A, 2T, 4T, 5T and 7T. Completion Work Assignments will be covered on Reports 1, 1A, 2C, 4C, 5C and 7C. The narrative statement for each Work Assignment shall address the following:

- A summary and highlights of progress and problems experienced on the Work Assignment during the reporting period.
- A detailed progress activity report for the Work Assignment.
- A tabular summary showing planned and actual start and completion dates for each of the Work Assignment Tasks, percent complete for each active Task, and schedule variances.
- Discussion of schedule variances and corrective actions taken and planned.
- Projected Work Assignment activities by Task for the next reporting period.
- Travel - purpose of travel. Lag in Subcontractor Travel submission (purpose/destination)
- Utilization of Team Subcontractors and Subpool Contractors
- Track Change Orders against the Contracting Officer reserve (for Fund-lead RAs)

Financial data for each Work Assignment shall be presented in standard Report 1, Report 1A, Report 2C (for completion form work) and Report 2T (for term form work). Reports 4C, and 5C reflect financial data for Total Completion Form Work Assignments. Reports 4T and 5T reflects financial data for Total Term Form Work Assignments. See RAC Reports Definitions, Section 3.1, Financial Backup in Monthly Progress Report, for detail on these reports. Note: Reports 1 through Report 2C (for completion form work) and Report 2T (for term form work) will be included with the narrative for each respective Work Assignment. Reports 4T and 5T (for term form Work Assignments) and 4C and 5C (for completion form Work Assignments) will be included in the Executive Summary. [Note: These Reports shall not be prepared if there is no activity during the month. Notification of no activity will be summarized in the Executive Summary.]

2.5 Contract Financial Status Reports -- See Section 3.0.

2.6 Contract Invoice Backup Reports

The Contractor shall submit a single monthly invoice for all costs claimed. The invoice backup Reports (Reports 7T and 7C) shall segregate those costs associated with Term Form Work Assignments and from those costs associated with Completion Form Work Assignments. (See Section 3.2, Invoice Backup Related Reports for Reports 7T and 7C definition.) Applicable site-specific invoicing instructions apply (See Section 5.0, Site-Specific Invoicing Requirements.)

3.0 RAC Financial and Status Reports Definitions

This is a summary of the reports and invoices required on a monthly basis. Refer to the **Data Element Dictionary** (Section 6.0) for further clarification of Data Element Name, Field Name, Type, Size, Field Definition, Edit Criteria, and Values of any element, i.e. contract number, fiscal year, LOE, Hours, Cumulative, etc. Reports ending with a "T" are used for Term Form Work while reports ending with a "C" are used for Completion Form work. If a report does not have either a "T" or a "C" in the number, it is used for both types of work or is a contract level report. While expended LOE/Hours, and costs for ODCs are tracked on both Term and Completion Form Work Assignments, any expenditures incurring under Completion Form Work apply solely to the

Completion Ceilings established in the Contract; expenditures incurred under Term Form Work apply to the applicable contract ceilings. In addition, while the Approved Budget is identified on several reports, Expenditure Limits of each Work Assignment cannot be exceeded [see Section B of the contract].

The following Overview of RAC Reports provides overall picture of how reports relate to each other.

3.1 Financial Backup in Monthly Progress Report

These reports are used to monitor, on a monthly basis, Work Assignment resources expended during the reporting period. **NOTE: If no activity occurred during reporting period, do not submit Reports 1, 1A, and 2T/2C (or the narrative). Summarize in Executive Summary narrative Work Assignments that did not have any activity. Once activity resumes these reports will then be submitted.**

Report 1 - Work Assignment -- Task Level Specific Detail Report

This report, used for both Term Form Work Assignments and Completion Form Work Assignments, captures information for a Work Assignment (WA) on a per Task basis. Under each Task all current and cumulative expenditures LOE/hours, as appropriate, are reported for Prime Contractor and each Team Subcontractor. Work Assignment Approved Budget and Expenditure Limit are reflected at bottom of Report. [This report may reflect the Approved Budget and Expenditure Limit on a task by task basis if required by the Region.] Task Totals are carried over to Reports 2T and 2C, *Current Month & Status Report - Task Level Total Within WA (Term form or Completion Form, respectively)*. **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

NOTES:

(1) A Work Assignment is site-specific and covers one (1) Work Area as defined in the Work Breakdown Structure in the Statement of Work. Combining Work Areas is not allowed at all. Combining sites within a Work Area is not allowed **except for the following approved work areas ONLY:** Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR). When sites are combined the last two numbers in the Work Assignment will end in ZZ (the site ID part of the WA number will end in ZZ, i.e. 01ZZ). A separate Report 1 must be done for each site with the applicable SSID number assigned for that specific site reported under SSID. Funds will be reallocated site specifically via funds reallocation (See Section 5.0 – Site Specific Invoicing Requirements)

(2) Show LOE/hours each person worked but not related dollars. Dollars for work will be reflected as a total within each task level and then a Grand Total will be reflected at end of report.

(3) If contractor is a Large Business, all costs incurred by Team Subcontractors must be reimbursed by the Prime to the Team Sub in order for the Prime to claim them.

(4) Report task level expenditures only if there are current month expenditures. If there were no current expenditures, report only totals for that task so Cumulative Dollars and LOE/hours, and Approved Budget Dollars and LOE/hours are reflected. In other words, if there are no expenditures for the current month, report bottom line total for cumulative expenditures (and approved budget and expenditure limit, if tracked to that level) as a single line entry. During the month in which the Work Assignment Completion Report (WACR) is prepared, the contractor shall prepare a complete Report 1 which will reflect all the details for actual costs incurred. The contractor shall include this Report 1 version as its monthly submission for the WACR'd WA.

(5) The report will show the indirect rate and applicable base used to compute each claimed indirect cost by cost center in the Indirect Costs portion column of the report. This may be shown as footnote to report.

Report 1A - Work Assignment Supplemental Detail Report -- Travel

This WA level report covers *Travel Breakdown* for both the Prime Contractor and each Team Subcontractor provide an accounting for all costs incurred for travel during the reporting period. Elements covered include: Traveler's Name, Travel From, Travel To, Departure Date, Return Date, Transportation, Lodging, Per Diem, Other, Total and Travel Purpose. Lodging and Per Diem Rates are not to exceed the Federal Government limits [as established in Contract Section H].

NOTES:

(1) A Work Assignment is site-specific and covers one (1) Work Area as defined in the Work Breakdown Structure in the Statement of Work. Combining Work Areas is not allowed at all. Combining sites within a Work Area is not allowed **except for the following approved work areas ONLY**: Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR). When sites are combined the last two numbers in the Work Assignment will end in ZZ (the site ID part of the WA number will end in ZZ, i.e. 01ZZ). A separate Report 1A must be done for each site with the applicable SSID number assigned for that specific site reported under SSID. Funds will be reallocated site specifically via funds reallocation (See Section 5.0 – Site Specific Invoicing Requirements)

(2) If contractor is a Large Business, all costs incurred by Team Subcontractors must be reimbursed by the Prime to the Team Sub in order for the Prime to claim them.

Report 2T - Current Month & Cumulative Status Report -- Task Level Totals within Term Form Work Assignment

This report reflects both *Current Month* and *Cumulative To-date* data on Task subtotals taken from Report 1 for Term Form Work Assignments. Tasks, identified by both Task Number and Task Category Code, have expenditures identified by LOE, LOE Labor Dollars, Clerical Hours, Clerical Labor Dollars, PLI Premium, ODCs, Computer, Travel, Equipment, Subpool, Indirects, and Fees. Totals are shown for each Task total as well as on Total WA basis for each cost element. Any Fee (other than Base Fee) is shown only upon WA completion and when the EPA Contracting Officer and/or Fee Determining Official have notified Contractor to bill for it. Cost elements apply to appropriate established Contract Ceilings for LOE, ODCs, Computer, Travel, Equipment and Subpool under the Term Form portion of the Contract. The second part of this report, *Adjustments/Disallowed Costs*, reflects on a Task Level any costs that have been Suspended, Re-Billed, and Disallowed and is based on EPA Form 1900-68 as initially submitted to the Contractor by the EPA paying official. If costs have been Suspended, Re-Billed, and Disallowed on a task on different Invoice Numbers, the contractor shall reflect each invoice as separate line. Guidance for Contractor response to EPA Form 1900-68 is provided on the form. **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods. Separate 2T Reports are required for each site ID on a multi-site Work Assignment. Combining sites within a Work Area is not allowed except for the following approved work areas ONLY: Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR).**

Report 2C- Current Month & Cumulative Status Report -- Task Level Totals within Completion Form Work Assignment

This report reflects both *Current Month* and *Cumulative To-date* data on Task subtotals taken from Report 1 for Completion Form WAs. Tasks, identified by both Task Number and Task Category Code, have expenditures identified by Hours P-level/T-level, Labor Dollars, Clerical Hours, Clerical Labor Dollars, ODCs, Computer, Travel, Equipment, Subpool, Indirects, Fees. Totals are shown for each Task total as well as on Total WA basis for each cost element. Any Fee (other than Base Fee) is shown only upon WA completion and EPA Contracting Officer and/or Fee Determining Official has notified Contractor to bill for it. Total for Completion Form WAs applies to established Contract Ceiling for Completion. The second part of this report, *Adjustments/Disallowed Costs*, reflects on a Task Level any costs that have been Suspended, Re-Billed, and Disallowed and is based on EPA Form 1900-68 as initially submitted to the Contractor by the EPA paying official. If costs have been Suspended, Re-Billed, and Disallowed on a task on different Invoice Numbers, the contractor shall reflect each invoice as separate line. Guidance for Contractor response to EPA Form 1900-68 is provided on the form. **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods. Separate 2T Reports are required for each site ID on a multi-site Work Assignment. Combining sites within a Work Area is not allowed except for the following approved work areas ONLY: Community Involvement (Work Area CR); Sampling and Analytical Support (Work Areas AN or AO or AP); and Five Year Review (Work Area FR).**

Report 3T – Left Blank Intentionally – NO REPORT

Report 3C - Left Blank Intentionally – NO REPORT

Report 4T - Variance Based on Expended To-Date --- Work Assignment Level --- Term Form Work Assignments

This is report for Term Form WAs: *Variance based on expended to-date*. The *Variance Based on Expended To-Date Report* reflects on a WA by WA basis, identifying WAs by WA Number, Type Funding, WA Work Area Code, WA Status, PBC status, and WA Title, LOE Expended to Date, Total Loaded Costs Invoiced to Date, Dollars Incurred but not Invoiced, Approved Work Plan Budget (both dollars and LOE), Variance Based on Approved Work Plan Budget, Expenditure Limit (both dollars and LOE), and Variance Based on Expenditure Limit. These WA Totals reflect the Total of each respective Term Form WA. WAs that are bulk funding are grouped together by funding type. WA specific-funded WAs are grouped together. Each group is subtotaled with a Grand Total shown totaling each group. **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

NOTE: Total each Expenditure Limit must be tracked at the WA level. However, some Regions may require tracking Expenditure Limit at the Task Level.

Report 4C - Variance Based on Expended To-Date Report --- Work Assignment Level --- Completion Form Work Assignment

This report is for Completion Form WAs: *Variance based on expended to-date*. The *Variance Based on Expended To-Date Report* reflects on a WA by WA basis, identifying WA by WA Number, WA Work Area Code, WA Status, PBC status, and WA Title, Hours Expended to Date, Total Loaded Costs Invoiced to Date, Dollars Incurred but not Invoiced, Approved Work Plan Budget (both dollars and LOE), Variance Based on Approved Work Plan Budget, Expenditure Limit (dollars only), and Variance Based on Expenditure Limit. **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

NOTES:

(1) While Hours are tracked on this report, they are not considered LOE and do not count against Contract's LOE ceilings.

(2) Expenditure Limit must be tracked at the WA level. However, some Regions may require tracking Expenditure Limit at the Task Level.

Report 5T - Monthly Subpool Subcontract Summary --- Work Assignment Level --- Term Form Work Assignments

This report reflects Subpool Subcontract Status under Term Form WAs by tracking Subpool Subcontract issuance by WA Number. Also tracked are Subpool Subcontractor Name, Subpool Subcontract Number, Brief Description of Work, Subpool Period of Performance Start and Subpool Period of Performance End, Business Status, PBC, Subpool Contract Type, Cumulative Dollars, Subpool Value. These Subpool Contract costs and values, incurred under a Term Form WA, are applied only to the Subpool ceilings established in the Contract.

Note: Subpool totals under Term Form WAs are applied to Subpool ceilings established in the Contract. **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

Report 5C - Monthly Subpool Subcontract Summary --- Work Assignment Level --- Completion Form Work Assignments

This report reflects Subpool Subcontract Status under Completion Form WAs by tracking Subpool Subcontract issuance by WA Number. Also tracked are Subpool Subcontractor Name, Subpool Subcontract Number, Brief Description of Work, Subpool Period of Performance Start and Subpool Period of Performance End, Business Status, PBC, Subpool Contract Type, Cumulative Dollars, Subpool Value. These Subpool Contract costs and values, incurred under a Completion Form WA, are applied only to the Completion ceilings established in the Contract.

Note: Subpool totals under Completion Form WAs are applied to Completion ceilings established in the Contract not Subpool ceilings established for the Term portion of contract. **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

REPORT 1 Work Assignment -- Task Level Specific Detail Report

Work Assignment Number:	Work Area Code:	Contract Period:
Work Assignment Title:	Action Code:	WA Period of Performance Start:
Contractor Name:	Operable Unit:	WA Period of Performance End:
Contract Number:	WA Form:	Reporting Period From:
SSID:	Type Site:	Reporting Period To:
State:	Type Funding:	Invoice Date:
Region:	Work Assignment Status:	Invoice Number:
	Performance Based:	Invoice Purpose:

Task Number: 1**Task Category Code:****Task Title:**

Name	Job Classification	Current		Cumulative		Approved Budget	
		LOE/Hours	Dollars	LOE/Hours	Dollars	LOE/Hours	Dollars

PRIME CONTRACTORDirect Labor

Frank Jones	9,999.00		9,999.00			
Mary Smith	9,999.00		9,999.00			
John Doe	9,999.00		9,999.00			
John Jones	9,999.00		9,999.00			
Dee Parture	9,999.00		9,999.00			
Bill Doe	9,999.00		9,999.00			
TOTAL, PROFESSIONAL	9,999.00	999,999.00	9,999.00	999,999.00		

Clerical

Jim Dean	9,999.00		9,999.00			
Sandy Beech	9,999.00		9,999.00			
TOTAL, CLERICAL	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
TOTAL, DIRECT LABOR	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
TOTAL, PRIME DIRECTS	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00

REPORT 1 Work Assignment -- Task Level Specific Detail Report

Task Number: 1

Task Category Code:

Task Title:

Name	Job Category	Current		Cumulative		Approved Budget	
		LOE/Hours	Dollars	LOE/Hours	Dollars	LOE/Hours	Dollars

TEAM SUBCONTRACTOR NAME (EA.)

Direct Labor

Frank Doe	9,999.00		9,999.00				
Mary Jones	9,999.00		9,999.00				
Seymour Fundingsoon	9,999.00		9,999.00				
Terry Kloth	9,999.00		9,999.00				
Fanny Mae	9,999.00		9,999.00				
Frank Mayknot	9,999.00		9,999.00				
TOTAL, PROFESSIONAL	9,999.00	999,999.00	9,999.00	999,999.00			

Clerical

Jim Dont	9,999.00		9,999.00				
Franky Valet	9,999.00		9,999.00				
TOTAL, CLERICAL	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00	
TOTAL, TEAM SUB DIRECT LABOR	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00	
TOTAL TASK, TEAM SUB DIRECTS	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00	

SUBTOTALS FOR TASK 1 (PRIME + TEAM SUBCONTRACTORS)

Cost Elements	Current		Cumulative		Approved Budget	
	LOE/Hours	Dollars	LOE/Hours	Dollars	LOE/Hours	Dollars

SUBTOTAL, DIRECT LABOR (Professional)	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
SUBTOTAL, DIRECT LABOR (Clerical)	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
SUBTOTAL, DIRECT COSTS						
SUBTOTAL, TASK 1 COSTS		999,999.00		999,999.00		999,999.00

NOTE: Repeat process above (for Prime, each Team Sub, and combined) for EACH and EVERY TASK.

REPORT 1 Work Assignment -- Task Level Specific Detail Report

WORK ASSIGNMENT TOTALS (ALL TASKS)

Cost Elements	Current		Cumulative		Approved Budget	
	LOE/Hours	Dollars	LOE/Hours	Dollars	LOE/Hours	Dollars
TOTAL, DIRECT LABOR (Professional)	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
TOTAL, DIRECT LABOR (Clerical)	9,999.00	999,999.00	9,999.00	999,999.00	9,999.00	999,999.00
WORK ASSIGNMENT TOTAL, DIRECT COSTS						
Other Direct Costs		999,999.00		999,999.00		999,999.00
Travel		999,999.00		999,999.00		999,999.00
Computer		999,999.00		999,999.00		999,999.00
Equipment		999,999.00		999,999.00		999,999.00
Subpool		999,999.00		999,999.00		999,999.00
PLI (Pollution Liability Insurance) Premium		999,999.00		999,999.00		999,999.00
TOTAL, INDIRECT COSTS (Fringe, O/H, G&A)		999,999.00		999,999.00		999,999.00
TOTAL, TEAM SUB FEES (as negotiated)		999,999.00		999,999.00		999,999.00
BASE FEES (Prime)*		999,999.00		999,999.00		999,999.00
PERFORMANCE (AWARD) FEE (Prime)*		999,999.00		999,999.00		999,999.00
INCENTIVE/DISCENTIVE FEE*		999,999.00		999,999.00		999,999.00
FIXED FEE*		999,999.00		999,999.00		999,999.00
TOTAL, WORK ASSIGNMENT		999,999.00		999,999.00		999,999.00
Average Hourly Rate		999.00		999.00		
Expenditure Limit LOE**			999.00			
Expenditure Limit Dollars				999,999.00		

* Use Applicable Fee Structure only

**Term Work Assignments only

REPORT 1A: Work Assignment Supplemental Detail Report - Travel

Work Assignment Number:
 Work Assignment Title:
 Contractor Name:
 Contract Number:
 SSID:
 State:
 Region:

Work Area Code:
 Action Code:
 Operable Unit:
 WA Form:
 Type Site:
 Type Funding:
 Work Assignment Status
 Performance Based:

Contract Period:
 WA Period of Performance Start:
 WA Period of Performance End:
 Reporting Period From:
 Reporting Period To:
 Invoice Date:
 Invoice Number:
 Invoice Purpose:

TRAVEL BREAKDOWN

Prime Contractor

Traveler's Name	Travel From	Travel To	Departure Date	Return Date	Transportation	Lodging	Per Diem	Other	Total	Travel Purpose
John Doe	Denver, CO	Boulder, CO	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Meeting with EPA RPM
Dee Parture	Denver, CO	Washington, DC	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Health & Safety Training

Total, Prime Travel Costs 9,999.00 9,999.00 9,999.00 9,999.00 9,999.00

Team Subcontractor**

Traveler's Name	Travel From	Travel To	Departure Date	Return Date	Transportation	Lodging	Per Diem	Other	Total	Travel Purpose
Seymour Fundingsoor	Denver, CO	Washington, DC	XX/XX/XXXX	XX/XX/XXXX	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	Health & Safety Training

Total, Team Subcontractor Travel Costs 9,999.00 9,999.00 9,999.00 9,999.00 9,999.00

** Provide travel breakout for each Team Sub

REPORT 2T: Current Month & Cumulative Status Report --- Task Level Totals within Term Form Work Assignment

Work Assignment Number:
Work Assignment Title:
Contractor Name:
Contract Number:
SSID:
State:
Region:

Work Area Code:
Action Code:
Operable Unit:
WA Form:
Type Site:
Type Funding:
Work Assignment Status:
Performance Based:

Contract Period:
WA Period of Performance Start:
WA Period of Performance End:
Reporting Period From:
Reporting Period To:
Invoice Date:
Invoice Number:
Invoice Purpose:

Current Month

TASK		Prime/Team	Prime/Team	Clerical	Clerical	PLI	ODCs	Computer	Travel	Equip.	Subpool	Indirect	Fees	Total	Total
NO	CAT. CODE	LOE	Labor \$	Hours	Labor \$	Premium						Costs		LOE	\$
01	XX	9,999.00	999,999.00	9,999.00	999,999.00	999,999.00					9,999,999.00	999,999.00		9,999.00	99,999,999.00
02	XX	9,999.00	999,999.00	9,999.00	999,999.00						9,999,999.00	999,999.00		9,999.00	99,999,999.00
03	XX	9,999.00	999,999.00	9,999.00	999,999.00						9,999,999.00	999,999.00		9,999.00	99,999,999.00
04	XX	9,999.00	999,999.00	9,999.00	999,999.00						9,999,999.00	999,999.00		9,999.00	99,999,999.00
Work Assignment Subtotal							99,999.00	99,999.00	99,999.00	9,999.00					
Subteam Fees													99,999.00		
Base Fee - Prime*													99,999.00		
Incentive/Discentive Fee*													99,999.00		
Fixed Fee*													99,999.00		
Performance Fee*													99,999.00		
Total		999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	99,999.00	99,999.00	99,999.00	9,999.00	9,999,999.00	999,999.00	99,999.00	9,999.00	99,999,999.00

Cumulative To-Date

TASK		Prime/Team	Prime/Team	Clerical	Clerical	PLI	ODCs	Computer	Travel	Equip.	Subpool	Indirect	Fees	Total	Total
NO	CAT. CODE	LOE	Labor \$	Hours	Labor \$	Premium						Costs		LOE	\$
01	XX	9,999.00	999,999.00	9,999.00	999,999.00	999,999.00	99,999.00		99,999.00	9,999.00	9,999,999.00	999,999.00		9,999.00	99,999,999.00
02	XX	9,999.00	999,999.00	9,999.00	999,999.00		99,999.00		99,999.00	9,999.00	9,999,999.00	999,999.00		9,999.00	99,999,999.00
03	XX	9,999.00	999,999.00	9,999.00	999,999.00		99,999.00		99,999.00	9,999.00	9,999,999.00	999,999.00		9,999.00	99,999,999.00
04	XX	9,999.00	999,999.00	9,999.00	999,999.00		99,999.00		99,999.00	9,999.00	9,999,999.00	999,999.00		9,999.00	99,999,999.00
Work Assignment Subtotal							99,999.00	99,999.00	99,999.00	9,999.00					
Subteam Fees													99,999.00		
Base Fee - Prime*													99,999.00		
Incentive/Discentive Fee*													99,999.00		
Fixed Fee*													99,999.00		
Performance Fee*													99,999.00		
Total		999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	99,999.00	99,999.00	99,999.00	9,999.00	9,999,999.00	999,999.00	99,999.00	9,999.00	99,999,999.00

Total Expenditure Limit Dollars

99,999.00

* Use applicable Fee Structure only

Adjustments/Disallowed/Costs

TASK		Invoice Number	Suspended		Re-Billed		Disallowed	
Number	Category Code		Date	Amount	Date	Amount	Date	Amount
01	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
02	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
03	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00

99,999.00

99,999.00

99,999.00

REPORT 2C: Current Month & Cumulative Status Report --- Task Level Totals within Completion Form Work Assignment

Work Assignment Number:
Work Assignment Title:
Contractor Name:
Contract Number:
SSID:
State:
Region:

Work Area Code:
Action Code:
Operable Unit:
WA Form:
Type Site:
Type Funding:
Work Assignment Status:
Performance Based:

Contract Period:
WA Period of Performance Start:
WA Period of Performance End:
Reporting Period From:
Reporting Period To:
Invoice Date:
Invoice Number:
Invoice Purpose:

Current Month

TASK		Prime/Team	Prime/Team	Clerical	Clerical	PLI	ODCs	Computer	Travel	Equip.	Indirect	Fees	Total	Total
NO	CAT. CODE	Hours	Labor \$	Hours	Labor \$	Premium					Costs		Hours	\$
01	XX	9,999.00	999,999.00	9,999.00	999,999.00	999,999.00					999,999.00		9,999.00	99,999,999.00
02	XX	9,999.00	999,999.00	9,999.00	999,999.00						999,999.00		9,999.00	99,999,999.00
03	XX	9,999.00	999,999.00	9,999.00	999,999.00						999,999.00		9,999.00	99,999,999.00
04	XX	9,999.00	999,999.00	9,999.00	999,999.00						999,999.00		9,999.00	99,999,999.00
Work Assignment Subtotal							99,999.00	99,999.00	99,999.00	9,999.00				
Subteam Fees												99,999.00		
Base Fee - Prime*												99,999.00		
Incentive/Discentive Fee*												99,999.00		
Fixed Fee*												99,999.00		
Performance Fee*												99,999.00		
Total		999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	99,999.00	99,999.00	99,999.00	9,999.00	999,999.00	99,999.00	9,999.00	99,999,999.00

Cumulative To-Date

TASK		Prime/Team	Prime/Team	Clerical	Clerical	PLI	ODCs	Computer	Travel	Equip.	INDIRECT	FEES	Total	Total
NO	CAT. CODE	Hours	Labor \$	Hours	Labor \$	Premium					COSTS		Hours	\$
01	XX	9,999.00	999,999.00	9,999.00	999,999.00	999,999.00					999,999.00		9,999.00	99,999,999.00
02	XX	9,999.00	999,999.00	9,999.00	999,999.00						999,999.00		9,999.00	99,999,999.00
03	XX	9,999.00	999,999.00	9,999.00	999,999.00						999,999.00		9,999.00	99,999,999.00
04	XX	9,999.00	999,999.00	9,999.00	999,999.00						999,999.00		9,999.00	99,999,999.00
Work Assignment Subtotal							99,999.00	99,999.00	99,999.00	9,999.00				
Subteam Fees												99,999.00		
Base Fee - Prime*												99,999.00		
Incentive/Discentive Fee*												99,999.00		
Fixed Fee*												99,999.00		
Performance Fee*												99,999.00		
Total		999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	99,999.00	99,999.00	99,999.00	9,999.00	999,999.00	99,999.00	9,999.00	99,999,999.00

Total Expenditure Limit Dollars

99,999.00

* Use applicable Fee Structure only

Adjustments/Disallowed Costs

TASK		Invoice Number	Suspended		Re-Billed		Disallowed	
Number	Category Code		Date	Amount	Date	Amount	Date	Amount
01	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
02	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00
03	xx		xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00	xx-xx-xxxx	99,999.00

99,999.00

99,999.00

99,999.00

REPORT 4T: Variance --- Work Assignment Level --- Term Form Work Assignments

Contractor Name:
Contract Number:
Region:

Reporting Period From:
Reporting Period To:
Contract Period:

Invoice Date:
Invoice Number:
Purpose:

Bulk Funded

WORK ASSIGNMENT NUMBER	T Y P E	WORK AREA CODE	WA STATUS	P B C	WORK ASSIGNMENT TITLE	CUMULATIVE LOE	CUMULATIVE TOTAL LOADED \$ INVOICED	DOLLARS INCURRED BUT NOT INVOICED	TOTAL INV'D + INCUR'D BUT NOT INV'D	APPROVED BUDGET		VARIANCE BASED ON APPROVED BUDGET			EXPENDITURE LIMIT		VARIANCE BASED ON EXPENDITURE LIMIT	
										LOE	DOLLARS	% LOE INVOICED	% \$ INVOICED	% INV'D+INCUR'D BUT NOT INV'D	LOE	DOLLARS	% LOE INVOICED	% \$ INVOICED
XXX-XXXX-XXXX	SC	XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
XXX-XXXX-XXXX	SC	XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
Total, SC						9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
XXX-XXXX-XXXX	RV	XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
XXX-XXXX-XXXX	RV	XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
Total, RV						9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
XXX-XXXX-XXXX	EN	XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
XXX-XXXX-XXXX	EN	XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
Total, EN						9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
Total, WAs Bulk Funded						9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
Work Assignment Specific Funded																		
XXX-XXXX-XXXX		XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
XXX-XXXX-XXXX		XX				9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
Total, WA Specific Funded						9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00
TOTAL, All Term Form WAs						9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	9,999.00	999.00	999.00	999.00	9,999.00	9,999.00	999.00	999.00

* Type = Type Funding

PBC = Performance Based Contracting Form (Yes = Y; No = N)

WA Status = O or C (O = Opened; C = Closed)

REPORT 4C: Variance Report --- Work Assignment Level -- Completion Form

Contractor Name:
Contract Number:
Region:

Reporting Period From:
Reporting Period To:
Contract Period:

Invoice Date:
Invoice Number:
Purpose:

WORK ASSIGNMENT NUMBER	WORK AREA CODE	WA Status	PBC	WORK ASSIGNMENT TITLE	CUMULATIVE HOURS	CUMULATIVE TOTAL LOADED \$ INVOICED	DOLLARS INCURRED BUT NOT INVOICED	TOTAL INV'D + INCUR'D BUT NOT INV'D	APPROVED BUDGET DOLLARS	VARIANCE BASED ON APPROVED BUDGET		EXPENDITURE LIMIT DOLLARS	VARIANCE BASED ON EXPENDITURE LIMIT % \$ INVOICED
										% \$ INVOICED	% INV'D+INCUR'D BUT NOT INV'D		
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00
XXX-XXXX-XXXX	XX				9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00
TOTAL					9,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999.00	999.00	999,999.00	999.00

WA Status = O or C (O = Opened; C = Closed)
PBC = Yes or No

REPORT 5T: Monthly Subpool Subcontract Summary --- Work Assignment Level Term Form Work Assignments

Contractor Name:
Contract Number:
Region:

Reporting Period From:
Reporting Period To:
Contract Period:

Invoice Date:
Invoice Number:

WORK ASSIGNMENT NUMBER	SUBPOOL SUBCONTRACTOR NAME	SUBPOOL SUBCONT. NUMBER	BRIEF DESCRIPTION OF WORK	SUBPOOL POP START	SUBPOOL POP END	BUSINESS STATUS *	PBC	SUBPOOL CONT. TYPE	CUMULATIVE DOLLARS EXPENDED	SUBPOOL VALUE
XXX-XXXX-XXXX	ANN L. EYES ANALYTICAL	01-00452	BASIC DIOXIN ALNALYSIS EXPANDED DIOXIN ANALYSIS INCREASED SAMPLES	XX/XX/XXXX	XX/XX/XXXX	SBE	Y	FFP	\$93,489.00	\$100,000.00
	K . MOON DRUM HAULERS	01-00753	DRUM TRANSPORTATION TO LANDFILL	XX/XX/XXXX	XX/XX/XXXX	SDBE	N	CPFF	\$3,658.00	\$32,972.00
XXX-XXXX-XXXX	SAM'S SAFE SECURITY	03-00512	ON-SITE SECURITY SERVICES	XX/XX/XXXX	XX/XX/XXXX	WBE	N	TM	\$20,086.00	\$48,394.00

Total: \$117,233.00 \$181,366.00

* LB = Large Business Enterprise
SB = Small Business Enterprise
SDBE = Small Disadvantaged Business Enterprise
WBE = Women-owned Business Enterprise
HZE = Hub-Zone Enterprise
DVE = Service Disable Veteran Enterprise

REPORT 5C: Monthly Subpool Subcontract Summary --- Work Assignment Level Completion Form Work Assignments

Contractor Name:
Contract Number:
Region:

Reporting Period From:
Reporting Period To:
Contract Period:

Invoice Date:
Invoice Number:

WORK ASSIGNMENT NUMBER	SUBPOOL SUBCONTRACTOR NAME	SUBPOOL SUBCONT. NUMBER	BRIEF DESCRIPTION OF WORK	SUBPOOL POP START	SUBPOOL POP END	BUSINESS STATUS *	PBC	SUBPOOL CONT. TYPE	CUMULATIVE DOLLARS EXPENDED	SUBPOOL VALUE
XXX-XXXX-XXXX	ANN L. EYES ANALYTICAL	01-00452	BASIC DIOXIN ANALYSIS EXPANDED DIOXIN ANALYSIS INCREASED SAMPLES	XX/XX/XXXX	XX/XX/XXXX	SBE	Y	FFP	\$93,489.00	\$100,000.00
	K . MOON DRUM HAULERS	01-00753	DRUM TRANSPORTATION TO LANDFILL	XX/XX/XXXX	XX/XX/XXXX	SDBE	N	CPFF	\$3,658.00	\$32,972.00
XXX-XXXX-XXXX	SAM'S SAFE SECURITY	03-00512	ON-SITE SECURITY SERVICES	XX/XX/XXXX	XX/XX/XXXX	WBE	N	TM	\$20,086.00	\$48,394.00
Total									\$117,233.00	\$181,366.00

* LB = Large Business Enterprise
 SB = Small Business Enterprise
 SDBE = Small Disadvantaged Business Enterprise
 WBE = Women-owned Business Enterprise
 HZE = Hub-Zone Enterprise
 DVE = Service Disable Veteran Enterprise

3.2 Invoice Backup Related Reports

These reports serve as back up to the Invoice for the contract -- EPA Form 1900-34 and Standard Form 1034. All Term Form Work Assignments are billed/invoiced as reflected by "T" numbered reports. All Completion Form Work Assignments are billed/invoiced as reflected by "C" numbered reports. Contractor must also include the *Site Specific Invoice Backup Report* as defined in *Section 5.0 Site Specific Invoicing Requirements*.

Report 6T – Left Blank Intentionally – NO REPORT

Report 6C – Left Blank Intentionally – NO REPORT

Report 7T - RAC Funding Log - Invoice Backup - Term Form Work Assignments

This report reflects funding in the contract for Term Form WAs. Total Obligated Funds, Prior Invoiced to Date, Currently Invoiced, and Remaining Funds of the three bulk funding classifications as well as for any individually funded WAs, which are funded site-specifically, are tracked. The three bulk funding classifications are, Site Characterization, Removal, and Enforcement. (This report is submitted as part of the invoice/voucher as well as part of the Executive Summary.) **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

Report 7C - RAC Funding Log - Invoice Backup - Completion Form Work Assignments

This report reflects funding in the contract for Completion Form WAs. Total Obligated Funds, Prior Invoiced to Date, Currently Invoiced, and Remaining Funds are tracked on a WA basis. (This report is submitted as part of the invoice/voucher as well as part of the Executive Summary.) **Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.**

3.3 Related Backup Reports

These reports serve as an overall contract summary and are included in the Executive Summary of the Monthly Progress Report. These reports are also part of the National Reports (see Section 7.0). Also, include Reports 4T, 4C, 5T, 5C, 7T and 7C with these reports. (Note: 7T and 7C are also submitted as part of invoice.)

Report 8 - Contract Capacity Report

This report serves to track (for the Base Period, Option Periods) Total Term Dollars and LOE, Subpool, and Completion resources for *Contract at Award*, *Option Orders*, *Potential Contract Value*, and *Potential Capacity Available*. Contractor must calculate values for all Option Periods at start of Base Period.

NOTE: *Contract at Award* reflects the ceiling of each element when contract was awarded. The Term Dollars will include Equipment. *Current Ceiling* reflects Contract at Award and any options exercised.

Report 9 - RAC Contract Management Indicators Reports - Contract Level

There are five sub-reports provided under this cumulative Report: *Expended vs. Obligations*; *Term Contract Ceilings vs. Term Obligations*; *Completion Contract Ceilings vs. Completion Obligations*; *Contract Ceilings vs. Work Plan Expenditure Limits*; and *Contract Ceilings vs. Approved Work Plan Budgets*.

Expended vs. Obligations

Term Work Assignments Expended - This report serves to track Term Form resources expended by *Current Period, Fiscal Year, Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*, Term Form Dollars and LOE, Term Performance Based Dollars and LOE, and Total Dollars and LOE (which is sum of Term Form and Term Performance Based Dollars and LOE, as applicable). The same periods are used in tracking Total Obligated Term Dollars.

Completion Work Assignments Expended - This report serves to track Completion Form resources expended by *Current Period, Fiscal Year, Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*, Completion Form Dollars and Hours, Completion Performance Based Dollars and Hours, and Total Dollars and Hours (which is sum of Completion Form and Completion Performance Based Dollars and Hours, as applicable). The same periods are used in tracking Total Obligated Completion Dollars.

Term Contract Ceilings vs. Term Obligations

This report serves to track the Term side of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*, the Current Contract Ceiling Dollars, LOE and Subpool. The same periods are used in tracking Work Assignments: Total Approved Budget Dollars and LOE, Total Expenditure Limit Dollars and LOE; and Cumulative Expended Dollars and LOE. The same periods are used in tracking Total Obligated Term Dollars are shown in the last column.

Completion Contract Ceilings vs. Completion Obligations

This report serves to track the Completion side of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*, the Current Contract Ceiling Dollars. The same periods are used in tracking Work Assignments: Total Approved Budget Dollars, Total Expenditure Limit Dollars; and Cumulative Expended Dollars. Total Obligated Term Dollars are shown in the last column.

Contract Ceilings vs. Work Plan Expenditure Limits

This report serves to track both the Term side and Completion side of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. Under Term Form indicate Current Contract Ceiling Dollars, LOE and Subpool; WAs Total Expenditure Limits Dollars, LOE and Subpool; and Available for New Work Dollars, LOE and Subpool. Term Form Current Contract Ceilings minus WAs Total Expenditure Limits equals Available for New Work in each applicable column (i.e. Dollars, LOE, Subpool). Under Completion Form indicate Current Contract Ceiling Dollars; WAs Total Expenditure Limit Dollars; and Available for New Work Dollars. Completion Form Current Contract Ceilings minus WAs Total Approved Budget equals Available for New Work in each applicable column (i.e. Dollars, LOE, Subpool).

Contract Ceilings vs. Approved Work Plan Budgets

This report serves to track both the Term side and Completion side of the contract by *Base Period, Option Period 1, Option Period 2 (if applicable), and Total Contract (which is sum of Base Period plus Option Period(s))*. Under Term Form indicate Current Contract Ceiling Dollars, LOE and Subpool; WAs Total Approved Budgets Dollars, LOE and Subpool; and Available for New Work Dollars, LOE and Subpool. Term Form Current Contract Ceilings minus WAs Total

Approved Budget equals Available for New Work in each applicable column (i.e. Dollars, LOE, Subpool). Under Completion Form indicate Current Contract Ceiling Dollars; Total Approved Budget Dollars; and Available for New Work Dollars. Completion Form Current Contract Ceilings minus WAs Total Approved Budget equals Available for New Work in each applicable column (i.e. Dollars, LOE, Subpool).

Report 10 - RAC Modification Log - Contract Level

This report, prepared for each Contract Period (i.e. Base Period, and each Option Period), serves to track modifications to the original contract by Modification Number, Modification Date, Modification Purpose and Dollar Amount. If modification is an incremental funding obligation for Bulk Funding, Funding Type is also identified.

If Modification changes Contract Ceilings, the amount of change is reflected under Contract Ceilings Type. Under Term Funding, Total To-date provides cumulative total of term dollars (both Bulk Funded and Work Assignment Specific Funded). The Need to Fund column under Term Funding provides a total of funding needed to reach most recent Term Dollars Ceiling (Term Dollars less Total To-date). This same information is tracked for Completion Funding.

Report will reflect Contract Period in which work occurred (i.e. Base Period, Option Period). Do not combine Contract Periods.

Report 11 - RAC Work Area Invoiced Report - Contract Level

This report captures expenditures invoiced by Work Areas as defined in the RAC Statement of Work, Work Breakdown Structure, by Current Reporting Period, Fiscal Years, and Cumulative Contract. Fiscal Years are Government Fiscal Years.

REPORT 7T:**RAC Funding Log -- Invoice Backup
--Term Form Work Assignments**

Contractor Name:

Contract Number:

Region:

Contract Period:

Reporting Period To:

Invoice Date:

Invoice Number:

Invoice Purpose:

Bulk Funded

Type Funding	IFMS Line	DCN	ACCOUNT NUMBER						Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
	Ref #		FY	Appro.	Org	Program	Site/Proj.	Cost Org.					
Site Characterization		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
Site Characterization		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
Total, SC									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
Removal		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
Total, RV									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
Enforcement		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
Total, EN									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
TOTAL, Bulk Funded									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00

Work Assignment Specific Funded

WA Number	IFMS Line	DCN	ACCOUNT NUMBER						Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
	Ref #		FY	Appro.	Org	Program	Site/Proj.	Cost Org.					
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
TOTAL, WA Specific Funded									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
Grand Total									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00

REPORT 7C:**RAC Funding Log -- Invoice Backup
-- Completion Form Work Assignments**

Contractor Name:
Contract Number:
Region:

Contract Period:
Reporting Period To:

Invoice Date:
Invoice Number:
Invoice Purpose:

WA Number	IFMS Line	DCN	ACCOUNT NUMBER						Obligated Dollars	Prior Invoiced to date	Current Dollars	Cumulative Dollars	Remaining Funds
	Ref #		FY	Appro.	Org	Program	Site/Proj.	Cost Org.					
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
XXX-XXXX-XXXX		123456	1234	123456	1234567	123456789	12345678	1234567	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00
TOTALS									9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00	9,999,999.00

REPORT 8: Contract Capacity

Contractor Name:
Contract Number:
Region:

Reporting Period To:

Contract Period: Base

Contract Period of Performance Start:

Contract Period of Performance End:

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
Term					
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
LOE	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Completion	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

Contract Period: Option

Contract Period of Performance Start:

Contract Period of Performance End:

(If contract has more than one option period, do breakout for each one)

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
Term					
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
LOE	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Completion	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

TOTAL (Base and Option Periods)

	Contract at Award	Option Orders	Potential Contract Value	Current Ceiling	Potential Capacity Available
Term					
Dollars	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
LOE	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Subpool	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Completion	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

Report 9 RAC Management Indicators Reports - Contract Level

Contractor Name:

Reporting Period To:

Contract Number:

Region:

**** Current Period reflects the current reporting period and is not cumulative.**

Expended vs. Obligations

	Term Form Assignments Expended						Total Term
	Term Form		Term Performance Based		Total		Dollars Obligated to Contract
	Dollars	LOE	Dollars	LOE	Dollars	LOE	
Current Period**	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Fiscal Year	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Base Period	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Option Period 1	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Option Period 2	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Total Contract	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00

	Completion Work Assignments Expended						Total Completion
	Completion Form		Completion Performance Based		Total		Dollars Obligated
	Dollars	Hours	Dollars	Hours	Dollars	Hours	to Contract
Current Period**	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Fiscal Year	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Base Period	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Option Period 1	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Option Period 2	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00
Total Contract	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00	999,999.0	999,999,999.00

Term Contract Ceilings vs. Term Obligations

	<i>Current Contract Ceiling</i>			<i>WAs Total Approved Budgets</i>		<i>WAs Total Expenditure Limits</i>		<i>WAs Cumulative Expended</i>		<i>Total Term Obligated to Contract</i>
	<i>Dollars</i>	<i>LOE</i>	<i>Subpool</i>	<i>Dollars</i>	<i>LOE</i>	<i>Dollars</i>	<i>LOE</i>	<i>Dollars</i>	<i>LOE</i>	
Base Period	999,999.00	999,999.0	999,999.00	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00
Option Period 1	999,999.00	999,999.0	999,999.00	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00
Option Period 2	999,999.00	999,999.0	999,999.00	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00
Total Contract	999,999.00	999,999.0	999,999.00	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00	999,999.0	999,999.00

Note: WAs = Work Assignments

Report 9 RAC Management Indicators Reports - Contract Level (Contd.)

Contractor Name:

Reporting Period To:

Contract Number:

Region:

Completion Contract Ceilings vs. Completion Obligations

	Current Contract Ceiling	Total Approved Budget	Total Expenditure Limit	Cumulative Expended	Total Completion Dollars
	Dollars	Dollars	Dollars	Dollars	Obligated to Contract
Base Period	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Option Period 1	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Option Period 2	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Total Contract	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00

Contract Ceilings vs. Work Plan Expenditure Limits

	Term Form									Completion Form		
	Current Contract Ceiling			WAs Total Expenditure Limits			Available for New Work			Current Contract Ceiling	WAs Total Expenditure	Available for New Work
	Dollars	LOE	Subpool	Dollars	LOE	Subpool	Dollars	LOE	Subpool	Dollars	Limit Dollars	Dollars
Base Period	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Option Period 1	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Option Period 2	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Total Contract	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00

Contract Ceilings vs. Approved Work Plan Budgets

	Term Form									Completion Form		
	Current Contract Ceiling			WAs Total Approved Budgets			Available for New Work			Current Contract Ceiling	WAs Total Expenditure	Available for New Work
	Dollars	LOE	Subpool	Dollars	LOE	Subpool	Dollars	LOE	Subpool	Dollars	Limit Dollars	Dollars
Base Period	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Option Period 1	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Option Period 2	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00
Total Contract	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	9,999.00	999,999.00	999,999.00	999,999.00	999,999.00

REPORT 10: RAC Modification Log - Contract Level

Contractor Name:
Contract Number:
Region:

Contract Period:
Reporting Period To:

						Contract Ceilings							
						TERM			COMPLETION	Obligations To-date		Obligations Needed	
Mod No.	Mod Date	Modification Purpose	Type	Obligated Dollars		LOE	Dollars	Subpool		Term	Completion	Term	Completion
				Term	Completion								
001	XX/XX/XXXX	Initial Base Period Ceilings Term Incremental Funding Term Incremental Funding	PS SC	1,000,000.00 9,200,000.00		535,000.00	53,500,000.00	6,000,000.00	10,000,000.00	1,000,000.00 10,200,000.00		59,500,000.00 58,500,000.00 49,300,000.00	10,000,000.00
002	XX/XX/XXXX	RA Funding - Completion Form -- Work Assignment Number Term Incremental Funding	RA RV	 2,000,000.00	1,500,000.00					 12,200,000.00	1,500,000.00	 47,300,000.00	8,500,000.00
003	XX/XX/XXXX	RA Funding - Term Form - Work Assignment Number Term Incremental Funding	RA SC	9,000,000.00 5,000,000.00						21,200,000.00 26,200,000.00		38,300,000.00 33,300,000.00	
004	XX/XX/XXXX	Change of PO RA Funding - Term Form - Work Assignment Number	RA	7,800,000.00						34,000,000.00		25,500,000.00	
005	XX/XX/XXXX	Term Incremental Funding RV Funding - Term Form - Work Assignment Number RA Funding - Term Form - Work Assignment Number Change Clause	EN RV RA	5,370,000.00 4,500,000.00 8,500,000.00						39,370,000.00 43,870,000.00 52,370,000.00		20,130,000.00 15,630,000.00 7,130,000.00	
006	XX/XX/XXXX	Exercise Option Order				275,000.00	27,500,000.00	1,000,000.00	2,000,000.00			34,630,000.00	10,500,000.00
007	XX/XX/XXXX	RA Funding - Term Form -- Work Assignment Number RA Funding - Completion Form Work Assignment Number	RA RA	9,760,000.00	9,985,645.00					62,130,000.00	11,485,645.00	24,870,000.00	514,355.00
Current Ceiling				62,130,000.00	11,485,645.00	810,000.00	81,000,000.00	7,000,000.00	12,000,000.00				

Report 11 RAC Work Area Invoiced Report - Contract Level

Contractor Name:
Contract Number:
Region:

Reporting Period To:

Work Area	Work Area Code	No. of WAs	INVOICED DOLLARS											
			Current Period	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Fiscal Year XXXX	Cumulative Dollars
Fund-Lead														
RI/FS		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Remedial Design		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Remedial Action		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
NTC Removal Support		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
NTC Removal Action		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Fund-Lead WAs		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Enforcement Support														
RI/FS Oversight		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Negotiation Support		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
RD Oversight		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
RA Oversight		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Removal Oversight		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Litigation Support		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Enforcement Sup. WAs		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Other Technical Assistance														
Community Relations		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Sampling/Anal. Supt.		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Pre-Design Invest.		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Treatability Study/Pilot Tests		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Assessment of Risk		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Prelim. Assessment for SA		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Site Inspection for SA		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
HRS Package Prep. for SA		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Site Security & Maintenance		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Design Assistance		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Five-Year Review		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Records Mgmt & Admin Sup		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Real Property Aquisition Sup		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Technical Assistance		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Integrated SA/Investigation		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
Total Other Tech Asst. WAs		99	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00
CONTRACT TOTAL		999	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00	99,999,999.00

4.0 LEFT BLANK INTENTIONALLY

5.0 Site-Specific Invoicing Requirements

(August 10, 2004)

This is not considered to be contradictory or in place of other contract clauses. Changes to the required format of the s/s detail attachment may be necessary to assist the Environmental Protection Agency's cost recovery efforts. The EPA will notify the contractor of any format changes as they become necessary.

The Contractor shall provide an invoice/voucher that identifies the costs incurred at each site and/or operable-unit with an EPA site/spill identifier (SSID). These invoices may be for: current expenses, reclaim for suspended costs, indirect cost adjustments, or audit adjustments. Invoices/vouchers for reclaiming suspended costs shall be submitted on a separate voucher. The voucher number shall be the original claim voucher number when suspensions are made. The letter "R" must be added to the end of the voucher number; ie **C123R1**, (if it requires more than one reclaim, invoices are to be numbered: C123R2, C123R3 etc.). Corrections to the site attachment of previously paid invoices shall be submitted on a separate site attachment, referencing the previous invoice number. The corrected site attachment shall be sent directly to the EPA Project Officer for review. The EPA Project Officer will forward the corrected site attachment to RTP Finance Center after approval. All indirect cost adjustments due to EPA approved indirect rate adjustments must be submitted to EPA on a separate invoice (claim or credit as the adjusted rate requires). The invoice number should end with letter "Z", ie **B117Z**. Likewise, adjustments due to audit reports and a contracting officer letter referring to the subject audit report/s, must be submitted to EPA on a separate invoice (claim or credit as the audit report requires). The invoice number should end with the letter "X", ie **D146X**. For example:

<i>Voucher purpose</i>	<i>Original voucher</i>	<i>Reclaim suspended costs</i>	<i>Indirect cost rate adjustments</i>	<i>Audit adjustments</i>
<i>Voucher number</i>	<i>C123</i>	<i>C123R1, C123R2</i>	<i>B117Z</i>	<i>D146X</i>

Invoices on contracts with option periods shall uniquely identify the option period in the invoice number. Base period invoices shall start with the letter "A"; option period one invoices shall start with the letter "B". This lettering system shall continue for all invoices. In the example above, invoice numbers C123, C123R1 and C123R2 are billing for charges in option period two. Invoice number B117Z is the appropriate invoice number to use for indirect cost rate adjustments in option period one. Invoice number D146X is the appropriate invoice number to use for audit adjustments in option period three.

Invoices shall also include the following information:

1. A cost element summary that summarizes all the current costs invoiced for the billing period by cost element such as labor, travel, equipment, other direct, subcontractor and overhead or indirect costs, as identified elsewhere in the contract.
2. On the site specific detail attachment (S/S Attachment) for all invoices, the cost is separated into the following categories:
 - Sites with an EPA SSID, e.g. "01X3," "Z103" or "G1XE" one line per site should be used; Superfund sites without an EPA SSID, e.g. "ZZ," one line per site should be used; (only used with Superfund sites)
 - Non-site-specific costs for the whole contract and project support costs incurred on each multi-site work assignment, one line per work assignment;
 - Non-Superfund costs, as applicable, one line item.

Note that charges on the invoice paid with Superfund accounts with WQ as the 3rd and 4th digit are required to be moved to an appropriate SSID, "ZZ", or 00 account. All charges to an OIL appropriation ("HR") with an site number starting with Z and ending in 00 are required to be moved to an appropriate SSID.

The required format of the invoice s/s attachment is provided in Exhibit I. The sum of the detailed costs on the s/s attachment must equal the total amount invoiced as shown on the cost element summary. Contractors responsible for contracts that involve work assignments may submit a separate page for each work assignment [applying the same format] if so directed by the EPA project officer. The contractor shall use the invoice **s/s attachment** to record current monthly charges and indirect rate/audit adjustments. Adjustments to previously invoiced costs shall be documented on a separate S/S attachment and forwarded to the EPA Project Officer for approval. The EPA Project Officer will forward the approved S/S attachment for previous invoices to RTP Finance Center.

Contractors shall submit the invoices/vouchers in compliance with the contract "Submission of Invoices Clause" to the Research Triangle Park Finance Center (RTP-FC).

1. At fiscal year-end, contractors shall also allocate their non-site-specific costs through the annual allocation process as described in Clause ____ within the Contract.

Questions regarding site specific invoicing requirements should be directed to the Chief, Contract Payment Section, RTP-FC at (919)541-0052. Questions regarding Annual Allocation should be directed to the **Office of Financial Management at (202)564-4984**.

EXPLANATION OF EXHIBIT I SITE SPECIFIC DETAIL ATTACHMENT

The contractor shall report the total invoiced costs on the invoice s/s attachment broken down by the four categories of site/non-site charges: **Sites with an EPA SSID; all other sites without an EPA SSID; Superfund non-site costs; and non-Superfund costs**. For each site/non-site charge incurred during the billing period, the contractor shall provide the following information:

Column No. Column Title

1. **(Optional) Technical Direction Document (TDDs) or Work Assignment Number (WA)** - The full WA number is provided by the applicable EPA contract manager, ie. the Work Assignment Manager. If the contractor is providing a separate page for each WA, the WA number may be placed in the upper left corner. Otherwise the work assignment or TDD numbers must be placed in this column.
2. **Region/SSID**- This four-digit code, i.e. **01X3** or **A1X3**, consists of:
 - a. The first digit will be a **"0" ZERO**, unless the region exceeds the use of two-digit sites; then the first digit will be an **alpha, ie. "A", "B", "V", "Z"**.. Thus the SSID will be **A1X3**;
 - b. The second digit is the regional identifier, i.e. one (1) for Region I, two (2)for Region II etc. and zero (0) for Region X,
 - c. The third and fourth digits, representing the sites, are the last two digits of the four-digit SSID (**see 2.a**). *Example, if Region I sites **did not exceed** two digits, the Region/SSID will be **01X3**; however, if Region I sites **exceeded** the two digits, the Region/SSID will be **A1X3**. OIL sites use the letters "V" and "Z".*

3. **Action Code** - Starting with FY96 funding, a two-digit action code must be used to represent different remedial, removal, and enforcement actions as provided by the Project Officer, via the work assignment (WA) or the technical direction document (TDD). However, for FY95 funding and before, the one-digit activity code may be used. **(Note- For FY 1995 and prior, it was called 'activity' code; from FY 1996 and forward, it will be called 'action' code).** This code is not used with OIL sites.
4. **Operable Unit** - If an EPA SSID has been separated into operable units or sub-sites for cost recovery purposes and have not been assigned their own SSID, the costs should be included on the invoice by operable unit name and any alpha/numeric designation of two digits. The operable unit number must be provided by the EPA contract manager, ie Work Assignment Manager, Project Officer...etc. These operable unit costs should be subtotaled by the "parent" SSID for internal tracking purposes by EPA. This code is not used with OIL Sites. If there is no operable unit for a Superfund site, 00 should be the default.
5. **Site Name or Non-site Description** - The name of the site, up to 28 characters. *When the site name exceeds 28 characters, use the first 28.* **NOTE:** For non-site-specific activities, use this column to briefly describe the non-site activity.
6. **Action Sequence Number(Cost Organization Code)**- The four-digit code used to represent the activities performed will be provided by the WAM/Project Officer on the Work Assignment (WA) or Technical Directive Document (TDD). This code is required for all Superfund costs (site-specific and non-site-specific).
7. **IFMS line Reference** - Column shall be left blank unless directed by the Project Officer (PO) or Contracting Officer Representative (COR) to pre-fill in the IFMS line reference. If not directed by the PO or CO, the contractor does not have the IFMS line reference number, this column shall be left blank and the PO or CO will insert this information. This three-digit line reference is found in the Electronic Payment System (EASY), the EPA Financial Data Warehouse or on the Invoice Approval Form (2550- 19T). The PO or COTR will verify the line reference number if it is pre-filled by the contractor.
8. **Invoice Number/Legend** - For corrections, insert the invoice number referencing the original charge for which the correction is being made. An invoice legend must be included at the bottom of the attachment, or on a separate enclosure to the S/S Attachment. The invoice legend shall describe the reason for the correction as it relates to a previously invoiced and paid amount. If more than one correction is made, explanation must be given for each by referencing the invoice number. The net amount for all corrections in column nine (9) must always be zero "00." This is only to be used with example number 2.
9. **Current/Adjustment Amount** - The amount to be charged or credited to the SSID, Operable Unit, pre-SSID, or non-site-specific account. If there are operable units within a site, list the cost of each Operable Unit and provide a subtotal for each SSID. Charges should be sorted by appropriation and SSID's must be sorted by region and site within each region.
10. **Cumulative Charge** - Show the cumulative charge for each Operable Unit, SSID or Pre-SSID.

Incurred and claimed charges should be listed and subtotaled on the **S/S Attachment** by row sequential order.

Row	Row Title
1	Sites W/SSID; Costs for sites with an EPA SSID. The SSID is provided by the EPA contract manager, ie WAM, TDD or Project Officer (PO).
2	Superfund Sites W/O SSID; Costs associated with Superfund site-specific work where no SSID has been established "ZZ" accounts. Once the SSID is established, all "ZZ" costs associated with that site should be reclassified (adjusted from the "ZZ" to the appropriate site within 30 days of establishing the SSID). Thus, the contractor must, immediately, submit a letter to the Project Officer (PO) with an S/S

Attachment. Only **Previous Invoice Site Correction** must be completed. Consequently, the PO approves the reclassification letter and sends it to RTP-Finance Center for cost redistribution.

3 Non-site Superfund; Superfund non-site-specific costs.

Contract-wide Program Management - Technical and Administrative;

For those contracts requiring separate identification of technical and administrative program management *such as* ARCS. The respective amounts should be delineated in compliance with instructions provided either by the contract or WA. The requirement for separation of program management is defined in "Administrative Guidance under ARCS" and is available from the **Regional/Remedial Service Center, Superfund/RCRA Regional Procurement Operations Division, Office of Acquisition Management (OAM)** at (202) 564-4712.

For contractors not subject to the technical/administrative differentiation requirements, contract -wide program management should be listed under "Contract-wide Program Management- Administrative."

Work Assignment Project Support; this line(s) shall include non-site-specific project support and management incurred with individual multi-site work assignments. The contractor should note that these costs should also be allocated to the sites under each respective work assignment as part of the annual allocation process. For further Guidance on annual allocation, contact the **Office of Financial Management at (202)564-4984.**

Other Non-Site-specific Activities; If the contractors engage in activities apart from program management as described above, which cannot be related to specific sites, each of these activities must be described under the column six (**Site Name/Non-site description**). The purpose of breaking out non-site activities from program support is to assist the contractor and EPA in preparing the Annual Allocation report at the end of the year. All non-site activities must be determined to be either site-support or program- wide for cost recovery through the Annual Allocation process. Please note that, like Contract-wide non-site activities, these are also allocated to sites through the Annual Allocation process. See the Annual allocation contract clause and guidance for further details or contact the **Office of Financial Management at (202)564-4984.**

4 Non-superfund; All non-Superfund costs invoiced should be reported on the s/s attachment by appropriation such as RCRA...etc. These costs must be sorted by TDD/WA within each appropriation; as directed by the project officer.

5 Total Invoice Amount; This amount is the total of the costs listed in column 9, "Current/Adjustment Amount", i.e., the total charges for this billing period. This must equal the total amount on the invoice cost element summary. There should be no total for the cumulative charge column.

Previous invoice site corrections.

Previous invoice site corrections; *This is not for reclaiming previously suspended costs, nor intended for any indirect cost or audit adjustments.* Only corrections or adjustments of site costs charged to previous invoices shall be listed. The subtotal for all corrections or adjustments should equal zero. Every line item correction or adjustment must reference an original invoice number where the charge first appeared and a reason for the adjustment. Current charges and corrections to previous invoices should never be co-mingled, see example #2.

NOTES TO SITE ATTACHMENT:

- Provide one line per site or activity, sorted alpha/numerically and by Region.
- Page Formatting:
 - Upper Left Corner** - Contract Number, Delivery Order Number (if applicable), Invoice Number, and Work Assignment (optional).
 - Upper Right Corner** - Contractor Name and Invoice Period of Performance.
 - Bottom Left Corner** - Invoice Legend for previous invoice adjustments. This information may be provided as an enclosure to the s/s attachment if it could not be provided on the bottom left corner.
 - Bottom Right Corner** - Page number for the attachments, i.e. Page 1 of 7, 2 of 7,....etc.
 - Font** - Should be no smaller than a 10 (This is a 10)

EXHIBIT I

SITE SPECIFIC DETAIL ATTACHMENT

CONTRACT #: EP-W1-1234

INVOICE #: B151

DELIVERY ORDER #: _____

WORK ASSIGNMENT# _____

CONTRACTOR NAME: ABC COMPANY

INVOICE PERIOD OF PERFORMANCE: 04/27/2004-05/26/2004

Sort by Appropriation, Region and by Site

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Cost Categories	(Optional) TDD/WA #	Regional SSID (4 Pos)	Action Code (2 Pos)	Operable Unit (2 Pos)	Site Name Non-Site Description	Action Seq. # (Cost Org.Code) (4 Pos)	IFMS line Reference (3 Pos)	Invoice # legend	Current/ adjustment Amount	Cumulative Charge
1. SITES WITH SSID										
Superfund	0-054	01X3	RD	02	HATHAWAY AND PATER.	C001	AAA		9,343.12	17,193.00
	0-074	0131	RD	01	BAIRD AND MCGUIRE	C001	AAA		13,425.51	21,425.51
	0-014	02G2	RD	02	UPPER DEERFIELD LF	C008	ABA		40.00	853.00
	0-018	028E	RD	01	ZSCHUEGBER SITE	C006	ABA		35.60	8,822.51
	0-024	024T	RD	01	MONROE BURN SITE	C007	ABA		3,076.19	24,298.39
	0-015	035Z	RD	00	EAST 10TH STREET SITE	C018	ACA		100.00	10,485.45
	0-029	03BY	RD	02	LEHMAN MTBE	C012	ACA		8,025.26	24,761.51
	0-032	03AT	RD	00	VIENNA WELLFIELD	C216	ACA		10.00	602.85
S/F SUBTOTAL								SUBTOTAL	34,055.68	108442.22
OIL	0-304	Z6AA	n/a	n/a	AA OIL Spill	n/a	ADA		1000.00	1000.00
OIL SUBTOTAL								SUBTOTAL	1000.00	1000.00

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
2 S/F SITES WITHOUT SSID	0-010	01ZZ	RA	00	XYZ POND SITE	C003	AAA		104.49	488.57
	0-007	03ZZ	RA	00	PD DUMP SITE	C001	ABA		40.00	40.00
	0-011	03ZZ	RA	00	RAU AREA SITE	C001	ABA		10.00	4,703.04
	0-040	03ZZ	RA	00	LKP BURN SITE	C001	ABA		8,834.30	66,152.35
	0-039	04ZZ	RA	00	TIS SITE	C001	ADA		10,782.91	50,529.91
	0-073	04ZZ	RA	00	IOU BLANCHURE SITE	C001	ADA		25,664.95	25,664.95
SUBTOTAL								SUBTOTAL	45,436.65	148,068.23
3. NON-SITE										
A) CONTRACT WIDE PROGRAM MANAGEMENT										
-- MOBILIZATION										
-- TECHNICAL										
-- ADMINISTRATIVE										
-- EQUIPMENT										
B) WA PROJECT SUPPORT										
C) OTHER NON-SITE SPECIF ACTIVITIES:										
-- SITE SUPPORT										
--PROGRAM SUPPORT										
D) BASE FEE									6,972.51	468,482.78
E) AWARD FEE										
SUBTOTAL	0-005	0100	BM	00	PROG. SUPPORT TRANSITION	C001	ABB	SUBTOTAL	6,972.51	468,482.78
SUBTOTAL									87,464.84	712,414.25
4. OTHER CHANGES	0-999	n/a	n/a	n/a	RCRA Support		ADD		1,541.43	093.83
5. TOTAL INVOICE AMOUNT								TOTAL	89,006.27	

EXHIBIT I, Example #2
SITE SPECIFIC DETAIL ATTACHMENT

CONTRACT #: EP-W1-1234

INVOICE #: 160Adj.

DELIVERY ORDER #: _____

WORK ASSIGNMENT# _____

CONTRACTOR NAME: ABC COMPANY
INVOICE PERIOD OF PERFORMANCE: N/A

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Cost Categories	(Optional) TDD/WA #	Regional SSID (4 Pos)	Action Code (2 Pos) S/F only	Operabl e Unit (2 Pos) S/F only	Site Name Non-Site Description	Action Seq. # (Cost Org.Code) (4 Pos) S/F only	IFMS line Reference (3 Pos)	Invoice # legend	Current/ adjustment Amount	Cumulative Charge
PREVIOUS INVOICE SITE CORRECTIONS	0-053	01X3	RD	01	HATHAWAY AND PATER.	C001		A123	(2,000)	
	0-035	0131	RD	02	BAIRD AND MCGUIRE	C057		A123	2,000	
	0-053	01X3	RD	01	HATHAWAY AND PATER.	C001		A144	(365.89)	
	0-035	0131	RD	02	BAIRD AND MCGUIRE	C057		A144	365.89	
								TOTAL	-0-	

INVOICE LEGEND:

123- Error in charging work assignment and site number

6.0 Electronic Reporting Specifications

The information in this section defines a set of standard electronic reporting files to be used to submit contract progress and financial data on the RAC 2 contracts to EPA. These files contain much of the data contained in the hardcopy reports and will be used by EPA in the management of individual contracts as well as the management of the National Oversight of the RAC program. The files defined in the following pages should be in a comma delimited ASCII format (except invoice file) and are to be loaded monthly via the Electronic Data Interface (EDI) application. (NOTE: Contractor will submit the standard electronic reporting files for the first six months of the contract in parallel with using the EDI application to load the files.)

Although the EPA reserves the right to make minor modification to these specifications, they are intended to completely define the electronic reporting requirements for the RACs 2. As these data files must remain consistent across all RACs and all Regions, any variation in format shall not be allowed. Any questions regarding content or format should be directed to the EPA Project Officer, who will consult with the National RAC Designated Lead.

The following subsections contain the RACs 2 Data Element Dictionary and the RAC 2 Computer-Readable Report File Definitions.

6.1 REMEDIAL ACTION CONTRACTS 2 (RACs 2) SYSTEM DATA ELEMENT DICTIONARY

The RACs 2 System Data Element Dictionary (DED) is categorized alphabetically and grouped by topic, where possible. For example, all "Account Number" data elements are group together and all "expended" data elements are grouped together. This organization will help to locate the information more easily but may result in slight variance from the display label of the element in the RAC reports. The DED consists of the following fields:

- Itm – The item is a unique identifier for the data element to easily locate the element when reviewing the paper report format
- Name – The name of the data element
- Fld – The field defines the format for the field. It indicates the field type (D – Date, C – Character, N – Number), length of the field (e.g., C40) and any formatting (e.g., N11.2).
- Description – The description of the data element
- Current Reports – The current reports lists where the data element is found in the current RACs 2 report set
- Comment – The comment field provides further explanation of the field, such as specific formatting and/or a list of acceptable values.

This dictionary captures all data elements from the reports and the logical data model. Furthermore, it contains any aggregate data elements, elements that exist by combining several other data elements together. An example is the Account Number, which combines the fiscal year, appropriation, program, organization, site/project, and cost organization data elements. The dictionary also includes data elements for calculated fields within the reports. Annotated versions of the reports can be found in section 13.

RACS SYSTEM DATA ELEMENT DICTIONARY

WA = Work Assignment, TO= Task Order

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
AA	Account Number	C41	Provides a site-specific and activity-specific account to which expenses are to be charged. The full <i>Account Number</i> is in the form: <i>Fiscal Year + Appropriation + Organization + Program + Site/Project + Cost Organization</i> . See the Action Code element below for definition of the Cost/Organization portion of the Account Number.	7C, 7T	Sample: 04 TR1 1A00R FAX 01ZZJU00C005 Calculation: AD & AB & AF & AG & AH & AC
AB	Account Number Appropriation	C6	Positions 5–10 of the Account Number, as shown in the reports. Characters 5–6 are the Accounts and the Sub-accounts. Characters 7-10 are unique accounts. This field is also called the Fund field.	7C, 7T	Sample: T, TR1
AC	Account Number Cost Organization	C7	Positions 35–41 of the Account Number, as shown in the reports. Characters 35–38 are the Action Type Code Indicator.	7C, 7T	Sample: C001
AD	Account Number Fiscal Year	C4	Positions 1–4 of the Account Number, as shown in the reports. Characters 1 and 2 are the Beginning Fiscal Year and Character 3 and 4 are the Ending Fiscal Year. For single-year and no-year funds only positions 1 and 2 are used.	7C, 7T	Format: NNNN Samples: 99, 02
AE	Account Number Operable Unit	C2	Positions 33–34 of the Account Number, as shown in the reports. The operable unit is the area or medium of the site that is being addressed.	1, 1A, 2C, 2T	Format: NN Sample: 01, 00
AF	Account Number Organization	C7	Positions 11–17 of the Account Number, as shown in the reports. Characters 11-12 are the Allowance Holder, Characters 13-14 are the Responsibility Code, and Characters 15-17 are the Allowance/Activity Code.	7C, 7T	Sample: 1A00R
AG	Account Number Program	C9	Positions 18–26 of the Account Number, as shown in the reports. Character 18 is the Program Goal, characters 19-20 are the Objective, character 21 is the National Program Manager, 22-23 is the Program/Project Code, 24 is the Agency Activity code, and characters 25-26 are Local Option.	7C, 7T	Sample: 302DD2C
AH	Account Number Site/Project	C8	Positions 27–34 of the Account Number, as shown in the reports, and is in the form: <i>SSID + Action Code + Operable Unit</i> .	7C, 7T	Format: CCCCCCN Sample: 01D4BE01 Calculation: DE AI AE
AI	Action Code	C2	Code providing unique link between CERCLIS and IFMS. Positions 31–32 of the Account Number, as shown in the reports. Also, positions 6 and 7 of the full WA Number, as shown on the reports.	1, 1A, 2C, 2T	Valid Values: Table A Samples: CO, PI, JU
AJ	Approved Budget Dollars	N10.2	Dollar amount of currently approved work plan budget for WA/TO. (Some Regions may require tracking at the task level).	1, 4C, 4T, 9	Format: NN,NNN,NNN.NN Sample: 99,999,999.99
AK	Approved Budget LOE/Hours	N8.2	LOE or Hours of currently approved work plan budget. (Some Regions may require tracking at the task level).	1, 4T	Format: NN,NNN,NNN.NN Sample: 999,999.99
AL	Approved Budget, Term LOE	N11.2	Located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> table. This number is rolled up from <i>Report 4T, Variance Report — Work Assignment Level — Term Form Work Assignments</i> .	WA Report: 9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
AM	Approved Budget, Term or FR, Subpool	N11.2	Dollar amount for Subpool activities. In Report 1 bottom line for each WA/TO. In Report 9 located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> table. Total Approved Work Plan Budget Subpool dollars for the <i>Contract Period</i> . Refer to <i>Contract Period</i> data element for specific contract period.	1, 9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AN	Available for New Work Term LOE	N11.2	Located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> and the <i>Contract Ceiling vs. Expenditure Limits</i> tables. Calculated by subtracting <i>Term Form, Approved Budget or Expenditure Limit, LOE</i> from <i>Term Form, Current Ceiling, LOE</i> .	WA Report: 9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AO	Available for New Work Term or FR, Subpool	N11.2	Located in the <i>Contract Ceiling vs. Approved Work Plan Budget</i> and the <i>Contract Ceiling vs. Expenditure Limits</i> tables. Calculated by subtracting <i>Term Form/FR TO, Approved Budget, or Expenditure Limit Subpool</i> from <i>Term Form/FR TO, Current Ceiling, Subpool</i> .	9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AP	Available for New Work Dollars	N11.2	Located in the <i>Contract Ceilings vs. Approved Work Plan Budgets</i> and the <i>Contract Ceiling vs. Expenditure Limits</i> tables. Calculated by subtracting <i>Term, Completion Form or FR/FR1/FFP/FP, Total Approved Budget, or Expenditure Limit Dollars</i> from <i>Term, Completion Form or FR/FR1/FFP/FP, Total Current Contract Ceiling, Dollars</i> .	9	Calculation: AN – GO Format: NNN,NNN,NNN.NN Sample: 1,234,567.89
AR	Brief Description of Work	C50	Description of the work or services provided.	5C, 5T	Sample: Drudging
AS	Business Status	C4	Subpool subcontractor or odc vendor's business status: small business (SB), large business (LB), small disadvantaged business enterprise (SDBE), or a woman-owned business enterprise (WBE), as defined in Section K of the contract.	5C, 5T	Sample: LB, WBE
AT	Clerical Dollars, Cumulative	N11.2	Cumulative expended clerical dollars. In Work Assignment Report 2T and 2C this is the cumulative clerical dollars for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
AU	Clerical Dollars, Current	N11.2	Clerical dollars expended during the current reporting period. In Work Assignment Report 2T and 2C this is the current clerical dollars for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
AV	Clerical Hours, Cumulative	N8.2	Cumulative expended clerical hours. In Work Assignment Report 2T and 2C this is the cumulative clerical hours for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NNN,NNN.NN Sample: 999, 999.99
AW	Clerical Hours, Current	N8.2	Clerical hours expended during the current reporting period. In Work Assignment Report 2T and 2C this is the current clerical hours for Work Assignments.	WA Reports: 1, 2T, 2C	Format: NNN,NNN.NN Sample: 999, 999.99
AY	Contract at Award	N11.2	Dollar/LOE/Subpool ceiling at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
AZ	Contract Ceiling	N11.2	Current Contract Ceiling dollars/LOE/Subpool. Includes <i>Contract at Award</i> and any <i>Option Orders</i> exercised. Refer to <i>Contract Period</i> data element for specific contract period. In Report 9: located in the <i>Contract Ceiling vs. Obligations, Contract Ceiling vs. Work Plan Expenditure Limits</i> table and the <i>Contract Ceiling vs. Approved Work Plan Budgets</i> table. This number is rolled up from <i>Report 8: Contract Capacity</i> .	8, 9	Calculated Format: NNN,NNN,NNN.NN Sample: 111,222,333.44
BA	Contract Ceiling Modification Log	N11.2	The incremental increase or decrease of the Dollars/LOE/Subpool ceiling by a contract modification. LOE Ceiling only applies to Work Assignments.	10	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
BB	Contract Number	C10	EPA-assigned number for the prime contract.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Sample: 61-W0-9999
BC	Contract Period	C8	Identifies the period as BASE, OPTION 1, OPTION 2, etc.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10	Valid Values: BASE, OPTION 1, OPTION 2
BD	Contract Period of Performance End	D8	End date of specific contract period. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: MMDDYYYY Sample: 10311998
BE	Contract Period of Performance Start	D8	Start date of specific contract period. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: MMDDYYYY Sample: 10311998
BF	Contractor Name	C40	Name of the prime contractor or team subcontractor firm. Refer to <i>Prime</i> data element to determine whether or not the firm is the prime or the team sub.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Sample: Dynamac Corp.
BG	Cumulative Average Hourly Rate	N5.2	Calculated by dividing Total Work Assignment/Task Order Cumulative Dollars by Total Direct Labor (Professional) LOE/Hours. Do not include Total Direct Labor (Clerical) in these calculations.	1	Format: NNN.NN Sample: 124.43
BH	Current Average Hourly Rate	N5.2	Calculated by dividing Total Work Assignment/Task Order Current Dollars by Total Direct Labor (Professional) LOE/Hours. Do not include Total Direct Labor (Clerical) in these calculations.	1	Format: NNN.NN Sample: 124.43
BI	Current Period	N11.2	Dollar amount expended/invoiced during the current fiscal year.	11	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
BJ	Departure/Return Date	D8	Date on which business travel began or ended.	1A	Format: MMDDYYYY Sample: 06202002
BK	Disallowed Amount	N10.2	Dollar amount of invoiced costs disallowed by the CO on EPA Form 1900-68.	2C, 2T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
BL	Disallowed Date	D10	Date on which the CO officially disallowed/disapproved specific invoiced costs.	2C, 2T	Format: MMDDYYYY Sample: 03312003
BM	Document Control Number (DCN)	C6	EPA Document Control Number.	7C, 7T	Sample: SOJ123
BN	Dollars Incurred But Not Invoiced	N10.2	Dollar amount expended on a task but not yet invoiced (e.g., travel expenses not yet processed).	4C, 4T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
BO	Expended Dollars, Cumulative	N11.2	Term Form, Completion Form, or FR/FRI/FFP/FP TO cumulative expended dollars. In Reports 2T and 2C this is TOTAL \$ and is the total dollar amount of all resource elements by task level. In Reports 4T and 4C this is the same as Cumulative Total Loaded \$ Invoiced. In Report 9 the Expended Dollars and Performance Based Expended Dollars are rolled up from Report 1 then summed in the Total Expended Dollars column.	1, 2T, 2C, 4C, 4T, 7T, 7C, 9, 11	Calculated Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
BP	Expended Dollars, Cumulative Subpool	N11.2	Term Form, Completion Form, or FR/FRI/FFP/FP TO Subpool dollars expended to-date.	5C, 5T	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
BQ	Expended Dollars, Current	N10.2	Dollar amount expended/invoiced during the current reporting period.	1, 2C, 2T, 7C, 7T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
BR	Expended LOE/Hours, Cumulative	N11.2	Cumulative expended LOE/Hours. In Report 2T this is Prime/Team Hours for Task Orders, and Prime/Team LOE for Work Assignments (not including Clerical Hours). In Report 2C this is Prime/Team Hours for both Work Assignments and Task Orders. For report 4C, does not apply to FFP/FP task orders. In Report 9 the Expended LOE/Hours and Performance Based Expended LOE/Hours are rolled up from Report 1 then summed in the Total Expended LOE/Hours column.	1, 2T, 2C, 4T, 4C, 9	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
BS	Expended LOE/Hours, Current	N8.2	LOE or Hours expended/invoiced during the current reporting period. In Report 2T this is Prime/Team Hours for Task Orders, and Prime/Team LOE for Work Assignments (not including Clerical Hours). In Report 2C this is the Prime/Team Hours for both Work Assignments and Task Orders.	1, 2C, 2T	Format: NNN,NNN.NN Sample: 999, 999.99
BT	Expenditure Limit	N11.2	Dollars/LOE/Hours/Subpool amount of currently approved expenditure limit at the work assignment or task order level. Some regions may require tracking at the task level.	1, 2T, 2C, 4T, 4C, 9	Format: NNN,NNN,NNN.NN Sample: 111,222,333.44
BU	Fiscal Year	N4	This reflects the dollars expended/invoiced during the stated fiscal year.	11	Format: NNNN Sample: 1999, 2002
BV	IFMS Line Ref No.	C3	The IFMS Line reference number. This 3-digit line reference number is optional.	7T, 7C	It can be found in the Electronic Payment System (EASY), the EPA Financial Data Warehouse, or the Invoice Approval Form (2550-19T).
BW	Invoice Date	D8	Date the invoice is prepared and/or submitted.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T	Format: MMDDYYYY Sample: 12312002
BX	Invoice Number	C5	Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T	Format: XNNNXN Sample: A001, B040R1
BY	Invoice Purpose	C50	Description of the <i>Invoice Purpose</i> field.	1, 1A, 2C, 2T, 4C, 4T, 7C, 7T	Sample: Monthly Progress
BZ	Lodging	N7.2	Dollar amount of lodging costs. Refer to the travel clause in Section H of the contract.	1A	Format: NN,NNN.NN Sample: 99, 999.99
CA	Modification Date	D8	Effective date of a contract modification.	10	Format: MMDDYYYY Sample: 11112001
CB	Modification Number	N3	A sequential number that uniquely identifies each contract modification.	10	Format: NNN Sample: 999
CC	Modification Purpose	C50	Brief description of the reason for the modification.	10	Sample: 'Incremental Funding'
CD	No. of WAs/TOs	N4	This reflects the number of work assignments/task orders under the designated work area.	11	Format: NNNN Sample: 102

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
CE	Obligated Dollars	N11.2	Amount of funding added or subtracted to a contract by contract modification in Report 10. In reports 7T and 7C this is the total dollars obligated to a task order or work assignment. In report 9, this is the total dollars obligated based on the contract period (rolled up from reports 7T and 7C). Refer to <i>Contract Period</i> data element for specific contract period.	7T, 7C, 9, 10	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
CF	Obligations Needed, Dollars	N11.2	This reflects <i>Completion, Term or FR/FRI/FFP/FP, Contract Ceiling</i> changes as they are added to the contract minus <i>Obligations To-date, Completion, Term or FR/FRI/FFP/FP</i> as they are added to the contract.	10	Calculation: Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
CG	Obligations To-date	N11.2	This is a rolling total of <i>Obligated Dollars, Completion Form, Term Form or FR/FRI/FFP/FP TO</i> based on the Total <i>Obligated Dollars</i> when the mod became effective.	10	Calculated Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
CH	Option Orders	N11.2	Total dollar/LOE/Subpool value of all option order increments for a given contract period. Refer to <i>Contract Period</i> data element for specific contract period.	8	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
CI	Other Miscellaneous Expenses	N7.2	Miscellaneous Expenses. Examples include: Tip, Phone Calls, Parking, Gas, and Tolls. Refer to the travel clause in Section H of the contract.	1A	Format: NN,NNN.NN Sample: 99, 999.99
CJ	Per Diem	N7.2	Dollar amount of meals and incidental expenses. Refer to the travel clause in Section H of the contract.	1A	Format: NN,NNN.NN Sample: 99, 999.99
CK	Performance Based	C1	Whether or not the WA or TO is performance based, yes (Y) or no (N).	1, 1A, 2T, 2C,	Format: C Sample: Y
CL	Potential Capacity Available	N11.2	Potential dollars/LOE/Subpool available in the contract. Calculated by subtracting <i>Current Ceiling</i> from <i>Potential Contract Value</i> . Refer to <i>Contract Period</i> data element for specific contract period.	8	Calculation: AV-AN Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
CM	Potential Contract Value	N11.2	Potential dollars/LOE/Subpool in the contract. Calculated by adding <i>Contract at Award</i> , and <i>Option Orders</i> . Refer to <i>Contract Period</i> data element for specific contract period.	8	Calculation: AQ+AM Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
CN	Prime/Team Labor Dollars, Cumulative	N11.2	Cumulative expended dollars for the expended Prime/team Labor LOE/Hours. In Report 2T and 2C this is Prime/Team dollars for Task Orders, and Prime/Team dollars for Work Assignments (not including Clerical Hours).	2T, 2C	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
CO	Prime/Team Labor Dollars, Current	N11.2	Dollars expended/invoiced during the current reporting period for the expended Prime/Team Labor LOE/Hours. In Report 2T and 2C this is Prime/Team dollars for Task Orders, and Prime/Team dollars for Work Assignments (not including Clerical Hours).	2T, 2C	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
CP	Prior Invoiced to Date	N9.2	Prior invoiced-to-date and paid against a specific, IFMS Line Reference #, account number and DCN.	7C, 7T	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
CQ	Re-billed Amount	N10.2	Dollar amount of any or all previously suspended costs on a per invoiced basis that has been re-billed to the government. In the site-specific invoicing requirements, re-billed is referred to reclaimed.	2T, 2C	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
CR	Re-billed Date	D8	Date on which the contractor submitted an invoice containing previously suspended costs. In the site-specific invoicing requirements, re-billed is referred to reclaimed.	2C, 2T	Format: MMDDYYYY Sample: 07042000
CS	Region	C2	The EPA Region that manages the contract.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Sample: 03, 10

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
CT	Remaining Funds	N11.2	Calculated by subtracting <i>Cumulative Dollars</i> from <i>Obligated Dollars</i> .	7C, 7T	Calculation: Format: NNN,NNN,NNN.NN Sample: 999,999,999.99
CU	Reporting Period From Date	D8	Date of first day of reporting period.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T	Format: MMDDYYYY Sample: 10311998
CV	Reporting Period To Date	D8	Date of last day of reporting period.	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 8, 9, 10, 11	Format: MMDDYYYY Sample: 10311998
CW	Resource Element	C25	High level resource identifier. Examples are: Direct Labor (professional and clerical); Direct Costs, ODCs; Computer; Travel; Equipment; Subpool; PLI Premium; Indirect Costs; Fees (Base, Performance, and/or Fixed).	1, 2C, 2T	Valid Values: See Table C in section 6.2.
CX	Resource Sub-Element	C25	Second-level resource identifier for each of the resource elements. Examples are: Levels (P-, T-, or CLERICAL) under Direct Labor; Reproduction, Phone/Fax, Supplies, Mail/Courier/ Freight, Reports, and Other under ODCs; Fringe, Overhead, G&A, etc. under Indirect Costs; Equipment name under Equipment; Subcontract number under Subpool; Percent of Total Prime Costs, exc. PLI & subs, Percent of Team Subs, Less Fee & PLI, and Percent of Total Subcontracting Pool under Base Fees.	1, 2T	Valid Values: See Table C in section 6.2.
CY	Resource Sub-Element Detail	C25	Additional subdivision under resource sub-element. Examples are: Employee names under Direct Labor: P-Level; Hardware and Software description under ODCs: Computer; Description of charge under ODCs: Reproduction, Phone/Fax, Supplies, Mail/Courier/ Freight, Reports, and Other; Description of equipment under Equipment: Equipment.	1, 1A	Valid Values: See Table C in section 6.2.
CZ	SSID (Site Spill Identification)	C4	Four-digit code where the first digit is always 0 unless the region exceeds the use of two digit sites; then the first digit will be an alphabet (i.e., A or B, etc.). The second digit is the regional identifier (i.e., one (1) for Region I, two (2) for Region II, etc. and zero (0) for Region X; third and fourth digits represent the sites. Positions 27-30 of the Account Number, as shown in the reports. Also, positions 8-11 of the full WA Number, as shown on the reports.	1, 1A, 2C, 2T	Samples: 01X3; A1X3
DA	State	C2	The State where the site/project is located.	1, 1A, 2C, 2T	Sample: VA
DB	Subpool Contract Type	C4	Contract type e.g., firm fixed-price (FFP) or Fixed Rate (FR).	5C, 5T	Valid Values: : See Table C in section 6.2.
DC	Subpool POP End	D8	End date of contract between prime contractor and the subpool subcontractor.	5C, 5T	Format: MMDDYYYY Sample: 10311998
DD	Subpool POP Start	D8	Start date of contract between prime contractor and the subpool subcontractor.	5C, 5T	Format: MMDDYYYY Sample: 10311998
DE	Subpool Subcontract Number	C20	The number given by the prime contractor to its contract with the subpool subcontractor.	5C, 5T	Sample: 'ABC123DEF_SAMPLE'
DF	Subpool Subcontractor Name	C40	The name of the firm that subcontracts with the prime contractor.	5C, 5T	Sample: 'Dynamac'
DG	Subpool Value	N11.2	Provides a running total, on <i>Subpool Subcontractor Name</i> basis, of each Subpool Subcontractor's <i>Subpool Award Value</i> and each <i>Subpool Modification Value</i> .	5C, 5T.	Format: NNN,NNN,NNN.NN Sample: 999,999,999.99

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
DH	Suspended Amount	N10.2	Dollar amount of any unpaid invoiced costs.	2C, 2T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
DI	Suspended Date	D8	Date on which specific invoiced costs were suspended.	2C, 2T	Format: MMDDYYYY Sample: 02022002
DJ	Task Category Code	C2	Code unique to a task title within a specified work area code as identified in the RAC 2 Statement of Work (SOW) Work Breakdown Structure (WBS).	1, 2C, 2T	Valid Values: See Table B Sample: PP
DK	Task Number	N2	Number unique to a specific task within a specific work area as identified in the RAC 2 SOW WBS.	1, 2C, 2T	Format: NN Sample: 1, 15
DL	Task Order Type	C4	"TO Type", distinguishes if the task order is FR, FRI, or FFP/FP.	TO Reports: 1, 1A, 2T, 2C,	Sample: FR
DM	Task Title	C25	Title Unique to a specific task number within a specific work area as identified in the RAC 2 SOW WBS.	1	Sample: WA/TO Closeout
DN	Total Invoiced and Incurred But Not Invoiced	N10.2	Calculated by adding <i>Cumulative Total Loaded Dollars Invoiced to Dollars Incurred But Not Invoiced</i>	4C, 4T	Format: NN,NNN,NNN.NN Sample: 99, 999, 999.99
DO	Total LOE/Hours	N8.2	Term Form LOE or Completion Form Hours (depending on the <i>WA Form</i> type) expended of all resource elements by task level.	2C, 2T	Format: NNN,NNN.NN Sample: 999, 999.99
DP	Total Travel Expenses	N11.2	Calculated as the total dollar amount of all travel expenses.	1A	Format: NNN,NNN,NNN.NN Sample: 999, 999, 999.99
DQ	Transportation	N7.2	Dollar amount of transportation (e.g., airline costs; car rentals; train costs; etc.).	1A	Format: NN,NNN.NN Sample: 99, 999.99
DR	Travel From/To	C20	City, State of departure or destination.	1A	Sample: Los Angeles, CA
DS	Travel Purpose	C100	Purpose of business trip.	1A	Sample: Trip
DT	Type Funding	C2	Four categories of bulk funding for Term Form WAs: Site Characterization (SC), Removal (RV), Enforcement (EN). Does not include specific funding for Term Form WAs (Completion Form WAs are not bulk funded).	WA Reports: 1, 1A, 2T, 4T, 7T, 10	Valid Values: See Table A Sample: SC
DU	Type Site	C40	Brief Description of the site as described in Cerclis under Site Description.	1, 1A, 2T, 2C	Sample: Chemical Manufacturing, Mining, Wood Preserving
DV	Variance of Dollars Expended per Expenditure Limit Percentage (%)	N5.2	Calculated by dividing <i>Cumulative Total Loaded Dollars Invoiced by Expenditure Limit, Dollars</i> .	4C, 4T	Calculation: Format: NNN.NN% Sample: 25.3%
DX	Variance of Incurred but not Invoiced per Approved Budget Percentage (%)	N5.2	Calculated by dividing <i>Total Invoiced and Incurred But Not Invoiced by Approved Budget, Dollars</i> .	4C, 4T	Calculation: Format: NNN.NN% Sample: 25.3%
DY	Variance of Invoiced Dollars per Approved Budget Percentage (%)	N5.2	Calculated by dividing <i>Cumulative Total Loaded Dollars (\$) Invoiced by Approved Budget, Dollars</i> .	4C, 4T	Calculation: Format: NNN.NN% Sample: 25.3%
DZ	Variance of LOE/Hours Invoiced per Approved Budget Percentage (%)	N5.2	Calculated by dividing <i>Cumulative LOE (/Hours) by Approved Budget, LOE (/Hours)</i> .	4T	Calculation: Format: NNN.NN% Sample: 25.3%
EA	Variance of LOE/Hours per Expenditure Limit Percentage (%)	N5.2	Calculated by dividing <i>Cumulative, LOE (Hours) by Expenditure Limit, LOE/Hours</i> .	4T	Calculation: Format: NNN.NN% Sample: 25.3%

<i>Itm</i>	<i>Name</i>	<i>FLD</i>	<i>Description</i>	<i>In Current Reports</i>	<i>Comments</i>
EB	WA Form	C30	Type of WA issued: Term, Term Performance Based, Completion or Completion Performance Based.	WA Reports: 1, 1A, 2C, 2T, 4T	Valid Values: Term; Completion; Term–Performance Based; Completion–Performance Based
EC	Work Area Code	C2	Unique code to a specific work area as identified in the RAC SOW WBS. Also, positions 4 and 5 of the full WA/TO Number, as shown on the reports.	1, 1A, 2C, 2T, 4C, 4T, 11	Valid Values: See Table A
ED	Work Area Description	C50	Description of the <i>Work Area Code</i> field. Unique area as identified in the RAC SOW WBS.	11	Valid Values: See Table A
EE	Work Assignment/Task Order Number	C11	The unique numeric identifier for each work assignment. The full <i>WA/TO Number</i> is in the form: aaa–bbcc–dddd where aaa is the <i>WA/TO Numeric Designation</i> , bb is the <i>Work Area Code</i> , cc is the <i>Action Code</i> , and dddd is the <i>SSID</i> .	1, 1A, 2C, 2T, 4C, 4T, 5C, 5T, 7C, 7T, 10	Format: CCC-CCCC-CCCC Sample: A01–MOJC–0100
EF	Work Assignment/Task Order Period of Performance End	D8	End date of work assignment or task order.	1, 1A, 2C, 2T	Format: MMDDYYYY Sample: 10311998
EG	Work Assignment/Task Order Period of Performance Start	D8	Start date of work assignment or task order.	1, 1A, 2C, 2T	Format: MMDDYYYY Sample: 10311998
EH	Work Assignment/Task Order Status	C8	WA/TO is either on–going or closed.	1, 1A, 2C, 2T	Valid Values: ON–GOING; CLOSED
EI	Work Assignment/Task Order Title	C64	Brief title identifying the WA/TO and type of work.	1, 1A, 2C, 2T, 4T, 4C	Sample: Area B

Table A.
Type Funding/Work Area/Work Area Codes/Action Codes

Site Characterization [Type Funding SC]		
Work Area (In WBS)	Work Area Code	Action Code
Remedial Investigation/Feasibility Study	RI	CO/RI/FS*
Remedial Design	RD	RD
Remedial Action (Note below)	RA	RA
Construction Support	CO	RA
Long-Term Response Action (Note below)	LR	LR
Non-Time Critical Removal Support (EE/CAs)	NS	EE
Post Construction Remedial Action (Note below)	PC	RA
Five-Year Review	FR	FE
RI/FS Oversight	RS	BD/NA/NC**
RD Oversight	RO	BE
RA Oversight	RX	BF
Long Term Response Action Oversight	ME	ME
Operation & Maintenance Oversight	OM	OM
Post-Construction Remedial Action Oversight	PO	BF
Community Involvement	CR	CR
Sampling and Analytical Support	AN	LA
Pre-Design Investigation	PI	DE
Treatability Study/Pilot Testing	PT	CO/RD/BD***
Risk Assessment	RK	ED
Preliminary Assessment for Site Assessment	PA	QB/ON****
Site Inspection for Site Assessment	SI	QB/ON****
HRS Package Preparation for Site Assessment	HR	HR
Site Security and Maintenance	SS	PD
Design Assistance	DA	DA
Records Management and Administrative Support	RM	SW
Real Property Acquisition Support	RP	RL
Technical Assistance	TA	TA
Integrated Site Assessment/Investigation	SA	QB

Removal [Type Funding RV]		
Work Area (In WBS)	Work Area Code	Action Code
Non-Time-Critical Removal Action (Note below)	NA	RV
Community Involvement	CS	CR
Sampling and Analytical Support	AO	LA
Site Security and Maintenance	ST	PD
Records Maintenance and Administrative Support	RN	SW
Real Property Acquisition Support	RQ	RL
Technical Assistance	TB	TA
Integrated Site Assessment/Investigation	SC	QB

Enforcement [Type Funding EN]		
Work Area (In WBS)	Work Area Code	Action Code
Negotiation Support	NG	NG
Litigation Support	LS	LT
Community Involvement	CT	CR
Sampling and Analytical Support	AP	LA
Risk Assessment	RL	ED
Site Security and Maintenance	SU	PD
Records Maintenance and Administrative Support	RT	SW
Real Property Acquisition Support	RR	RL
Technical Assistance	TC	TA
Integrated Site Assessment/Investigation	SB	QB

Note: The following Work Areas ARE NOT part of the Statement of Work for RAC 2 Lite: Remedial Action, Long-Term Response Action, Post Construction Remedial Action, and Non-Time Critical Removal Action.

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 \* CO (RI/FS Combined), RI (Remedial Investigation, FS (Feasibility Study)  
 \*\* BD (RI/FS Combined, NA (Remedial Investigation), NK (Feasibility Study)  
 \*\*\* CO (RI/FS Combined), RD (Remedial Design), BD (RI/FS Oversight)  
 \*\*\*\* QB (Fund-lead), ON (Brownfields)

**Table B.**  
**Task Category Codes**

| Code | Description                                            |
|------|--------------------------------------------------------|
| AI   | REMEDIAL ACTION IMPLEMENTATION                         |
| AL   | ANALYSIS OF REMOVAL ALTERNATIVES                       |
| AN   | ANALYTICAL SUPPORT AND DATA VALIDATION                 |
| AR   | ADMINISTRATIVE RECORD                                  |
| AS   | ADMINISTRATIVE SUPPORT                                 |
| CD   | CHARACTERIZATION AND DISPOSAL OF FIELD GENERATED WASTE |
| CO   | WORK ASSIGNMENT/TASK ORDER CLOSEOUT                    |
| CP   | COMMUNITY INVOLVEMENT PLAN                             |
| CR   | COMMUNITY INVOLVEMENT                                  |
| CV   | CLEANUP VALIDATION                                     |
| DC   | DOCUMENT COLLECTION                                    |
| DE   | DATA EVALUATION                                        |
| DI   | DATA ANALYSIS AND INTERPRETATION                       |
| DR   | DOCUMENT REVIEW                                        |
| DS   | POST REMEDIAL DESIGN SUPPORT                           |
| EE   | ENGINEERING EVALUATION/COST ANALYSIS (EE/CA) REPORT    |
| ER   | PRE-DESIGN ENGINEERING REPORT                          |
| ES   | EQUIPMENT/SERVICES/UTILITIES                           |
| ET   | EXPERT TECHNICAL ASSISTANCE                            |
| EW   | EXPERT WITNESS SUPPORT                                 |
| FD   | PRE-FINAL/FINAL DESIGN                                 |
| FI   | FIELD INVESTIGATION/DATA ACQUISITION                   |
| FP   | FACT SHEET PREPARATION                                 |

| Code | Description                                          |
|------|------------------------------------------------------|
| FR   | FIVE-YEAR REVIEW REPORT                              |
| FS   | FS REPORT                                            |
| GS   | SITE SECURITY/GUARD SERVICES                         |
| ID   | INTERMEDIATE DESIGN                                  |
| II   | IDENTIFICATION OF EXISTING INFORMATION               |
| IR   | INFORMATION REPOSITORIES                             |
| IS   | IDENTIFICATION AND SCREENING OF REMOVAL ALTERNATIVES |
| ML   | SITE MAILING LIST                                    |
| MS   | MANAGEMENT SUPPORT                                   |
| NG   | NEGOTIATION SUPPORT                                  |
| OM   | O&M OVERSIGHT                                        |
| PA   | PROPERTY ACQUISITION                                 |
| PB   | PROCUREMENT OF SUBCONTRACT                           |
| PC   | PROJECT COMPLETION AND CLOSE OUT                     |
| PD   | PRELIMINARY DESIGN                                   |
| PE   | POST EE/CA SUPPORT                                   |
| PJ   | PROJECT PERFORMANCE                                  |
| PL   | PROPOSED PLAN SUPPORT                                |
| PM   | PUBLIC MEETING/PUBLIC HEARING SUPPORT                |
| PN   | PUBLIC NOTICES                                       |
| PP   | PROJECT PLANNING AND SUPPORT                         |
| PR   | POST RI/FS SUPPORT                                   |
| RA   | RISK ASSESSMENT                                      |
| RC   | POST ROD COST ANALYSIS                               |
| RE   | REMEDIAL ALTERNATIVES EVALUATION                     |
| RI   | DETAILED RESIDENT INSPECTION (RESIDENT ENGINEER)     |

| Code | Description                               |
|------|-------------------------------------------|
| RO   | REMEDIAL ACTION OVERSIGHT                 |
| RP   | REVIEW OF PRP RD/RA SUBMITTALS            |
| RQ   | REVIEW OF PRP REMOVAL SUBMITTALS          |
| RR   | REMEDIAL INVESTIGATION REPORT             |
| RS   | REMEDIAL ALTERNATIVES SCREENING           |
| RV   | REUSE PLANNING                            |
| SA   | INTEGRATED SAMPLING/INVESTIGATION SUPPORT |
| SD   | INITIAL SITE DISCOVERY/SCREENING SUPPORT  |
| SI   | SITE INSPECTION/TECHNOLOGY REVIEW         |
| SM   | SITE MAINTENANCE                          |
| SN   | SAMPLE ANALYSIS                           |
| SO   | SITE FILE ORGANIZATION                    |
| SR   | STANDARDS (ARAR) REVIEW                   |
| SS   | SITE SPECIFIC ACTIVITIES                  |
| SU   | RESPONSIVENESS SUMMARY SUPPORT            |
| SV   | SITE VISITS/INTERVIEWS                    |
| TA   | TECHNICAL ASSISTANCE                      |
| TM   | TECHNICAL MEETING SUPPORT                 |
| TP   | TREATABILITY STUDY/PILOT TEST REPORT      |
| TT   | TREATABILITY STUDY/PILOT TESTING          |
| VO   | REMOVAL OVERSIGHT                         |

## **6.2 RAC Computer – Readable Reporting – File Definitions**

The following outlines the file definitions required for Electronic Data Interface (EDI) submission. The requirements for this application are detailed in the EPA provided EDI User's Guide which details system installation and operation. WA = Work Assignment and TO = Task Order

File: **BUDGET.ASC**

Description:

This file is not required.

File: **CONTRMODS.ASC**

Description:

The CONTRMODS.ASC file provides information on contract modifications that includes adjustments (the amount of change for a ceiling) and the current value of the contract ceilings. There will be one record in the file for each modification received during the reporting period.

Field List:

| Field Name                                        | Type  | Description                                                                                                                                                                                                                  |
|---------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*                                  | C20   | EPA-assigned number for the prime contract                                                                                                                                                                                   |
| Contract Period*                                  | C1    | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• A – Base</li> <li>• B – Option 1</li> <li>• C – Option 2</li> <li>• D – Option 3</li> <li>• T – Total</li> </ul> |
| Modification Number*                              | N3    | A sequential number that uniquely identifies each contract modification.                                                                                                                                                     |
| Modification Date                                 | D8    | Effective date of the contract modification                                                                                                                                                                                  |
| Modification Purpose                              | C50   | Brief description of the reason for the modification                                                                                                                                                                         |
| Completion WA or FRI/FFP/FP TO Ceiling Adjustment | N11.2 | The total incremental increase or decrease of the Completion WA or FRI/FFP/FP TO Dollars Ceiling on this modification. Value may be positive or negative.                                                                    |
| Current Completion WA or FRI/FFP/FP TO Ceiling**  | N11.2 | This is the current Completion WA or FRI/FFP/FP TO dollars ceiling                                                                                                                                                           |
| Term LOE Ceiling Adjustment                       | N11.2 | The total incremental increase or decrease of the Term LOE Ceiling on this modification. Value may be positive or negative. (WA only)                                                                                        |
| Current Term LOE Ceiling**                        | N11.2 | This is the current Term LOE ceiling. (WA only)                                                                                                                                                                              |
| Term WA or FR TO Dollars Ceiling Adjustment       | N11.2 | The total incremental increase or decrease of the Term WA or FR TO Dollars Ceiling on this modification. Value may be positive or negative.                                                                                  |
| Current Term WA or FR TO Dollars Ceiling**        | N11.2 | This is the current Term WA or FR TO Dollars ceiling.                                                                                                                                                                        |
| Term WA or FR TO Subpool Ceiling Adjustment       | N11.2 | The total incremental increase or decrease of the Term WA or FR TO Subpool Ceiling on this modification. Value may be positive or negative.                                                                                  |
| Current Term WA or FR TO Subpool Ceiling**        | N11.2 | This is the current Term WA or FR TO Subpool ceiling.                                                                                                                                                                        |

\*Required Field

\*\*New Field

Deleted Fields: Term Travel, Term ODCs, Term Computer, Term Equipment

File: **CONTRACT.ASC**

Description:

This is to be a comma delimited ASCII file. The CONTRACT.ASC file contains information about the contract vehicle including the prime and team sub-contractors. The prime is distinguished from team subs by the logical *Prime*. This field is set to True for the prime contractor and False for all team subs. The file will only be submitted once at the beginning of the contract or if a contractor is added and only if a contractor is added after the initial submission.

Field List:

| Field Name         | Type | Description                                                                                                                                                                                                                                                        |
|--------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*   | C20  | EPA-assigned number for the prime contract.                                                                                                                                                                                                                        |
| Region Code*       | C2   | The EPA Region that manages the contract.                                                                                                                                                                                                                          |
| Contract Type*(**) | C1   | Indicates if the contract is work assignment or task order based. Valid values are: <ul style="list-style-type: none"> <li>• <b>W</b> – Work Assignment Based</li> <li>• <b>T</b> – Task Order Based</li> </ul>                                                    |
| Firm**             | C40  | Name of the prime contractor or team subcontractor firm. Refer to <b>Prime</b> data element to determine whether or not the firm is the prime or the team sub. There should only be one prime contractor for reporting purposes.                                   |
| Prime**            | C1   | Indicates in the reports whether the contractor being discussed is the prime contractor or team subcontractor. There should only be one prime contractor for reporting purposes.<br>Acceptable values for Prime are: <b>Y</b> for Prime and <b>N</b> for team sub. |

\*Required Field

\*\* New Field

Firm and Prime are from the old FIRM.ASC.

File: **FIRM.ASC**

Description:

This file is not required. It has been incorporated into CONTRACT.ASC



File: **FUNDING.ASC**

Description:

The FUNDING.ASC file will contain one record for each funding item (ACN, DCN combination) listed on modifications received during the current reporting period. Use this file to show movement of funds from Term to Completion and Bulk to Site-Specific as necessary by reducing the obligated dollars to one type and increasing obligated dollars to another type.

Field List:

| Field Name                                         | Type  | Description                                                                                                                                                                                                                                                     |
|----------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*                                   | C20   | EPA-assigned number for the prime contract.                                                                                                                                                                                                                     |
| Contract Period*                                   | C1    | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul> |
| Modification Number*                               | N5    | A sequential number that uniquely identifies each contract modification. Identifies the modification number on which the funding item was received.                                                                                                             |
| WA/TO Number* (required for TO)                    | C13   | The Work Assignment/ Task Order number for which funding is being obligated or deobligated, for task orders or if work assignment specific. If this is a bulk funded transaction work assignment is blank (WA only).                                            |
| WA Form*<br>TO Type*                               | C1    | Type of WA issued. Valid Values:<br><b>T</b> – Term<br><br><b>C</b> – Completion<br>Type of TO Issued. Valid Values:<br><b>P</b> – Fixed Rate<br><b>I</b> – Fixed Rate Incentive<br><b>F</b> – Firm Fixed Price<br><b>S</b> – Fixed Price                       |
| Fee Type*(**)                                      | C1    | Type of Fee associated with work assignment form or task order type. Valid values are:<br><b>A</b> – Award (Performance) Fee<br><b>B</b> – Base Fee<br><br><i><b>F</b> – Fixed Fee</i><br><b>I</b> – Incentive Fee                                              |
| DCN*                                               | C6    | EPA Document Control Number                                                                                                                                                                                                                                     |
| Obligated Dollars, Completion WA or FRI/FFP/FP TO* | N11.2 | Amount of completion form WA or FRI/FFP/FP TO funding obligated or deobligated from the contract by a contract modification.                                                                                                                                    |
| Obligated Dollars, Term WA or FR TO*               | N11.2 | Amount of term form funding obligated or deobligated from the contract by a contract modification.                                                                                                                                                              |
| Account Number Fiscal Year*                        | C4    | The fiscal year of the funding transaction.                                                                                                                                                                                                                     |
| Account Number Appropriation*                      | C6    | The account appropriation of the funding transaction.                                                                                                                                                                                                           |
| Account Number Organization*                       | C7    | The account organization of the funding transaction.                                                                                                                                                                                                            |
| Account Number Program*                            | C9    | The account program of the funding transaction.                                                                                                                                                                                                                 |

| Field Name                            | Type | Description                                                                                                                                                                                                              |
|---------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account Number Spill Site Identifier* | C4   | The SSID of the funding transaction.                                                                                                                                                                                     |
| Account Number Action Code*           | C2   | The account action code of the funding transaction.                                                                                                                                                                      |
| Account Number Operable Unit*         | C2   | The account operable of the funding transaction.                                                                                                                                                                         |
| Account Number Cost/Organization*     | C7   | The account cost/organization of the funding transaction.                                                                                                                                                                |
| Type Funding (WA only)                | C2   | There are three categories of term form bulk funding:<br><b>SC</b> – Site Characterization<br><b>RV</b> – Removal<br><b>EN</b> – Enforcement<br>If site specific funding or funding for completion form WA, leave blank. |

\*Required field

\*\* New Field

File: **INVADJ.ASC**

Description:

The INVADJ.ASC file contains Re-billed, Suspended, Disallowed, and Un-invoiced information by task by invoice. Each record needs to be submitted only once unless field values change after original submittal. If a record requires re-submittal, all fields must contain current values.

Field List:

| Field Name                        | Type  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*                  | C20   | EPA-assigned number for the prime contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Contract Period*                  | C1    | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>                                                                                                                                                                                                                                                                                 |
| WATO Number*                      | C13   | The full Work Assignment number as formatted in the reports of work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Task Number*                      | N2    | Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| SSID*                             | C4    | Four-digit EPA assigned Site Spill Identification number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Invoice Number*                   | C6    | Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable. |
| Rebilled, Amount                  | N10.2 | Dollar amount of any or all previously suspended costs on a per invoiced basis that has been rebilled to the government. In the site-specific invoicing requirements, rebilled is referred to reclaimed. Value must be positive.                                                                                                                                                                                                                                                                                                                |
| Rebilled, Date                    | D8    | Date on which the submitted invoice containing previously suspended costs. In the site-specific invoicing requirements, rebilled is referred to reclaimed.                                                                                                                                                                                                                                                                                                                                                                                      |
| Suspended, Amount                 | N10.2 | Dollar amount of any unpaid invoiced costs. Value must be positive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Suspended, Date                   | D8    | Date on which specific invoiced costs were suspended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Disallowed, Amount                | N10.2 | Dollar amount of invoiced costs disallowed by the CO on EPA Form 1990-68. Value must be positive.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Disallowed, Date                  | D8    | Date on which the CO officially disallowed/disapproved specific invoiced costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Dollars Incurred But Not Invoiced | N10.2 | Dollar amount expended on a task but not yet invoiced (e.g., travel expenses not yet processed). Value must be positive.                                                                                                                                                                                                                                                                                                                                                                                                                        |

\*Required field

\*\* New Field

File: **INVDETL.ASC**

Description:

This is to be a comma delimited ACSII file. The INVDETL.ASC file contains a record for each DCN/Account Number combination from any invoice submitted during the current period.

Field List:

| Field Name                            | Type  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*                      | C20   | EPA-assigned number for the prime contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Contract Period*                      | C1    | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• A – Base</li> <li>• B – Option 1</li> <li>• C – Option 2</li> <li>• D – Option 3</li> <li>• T – Total</li> </ul>                                                                                                                                                                                                                                                                                                                    |
| WATO Number*                          | C13   | The Work Assignment/Task Order number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Invoice Number*                       | C6    | Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable. |
| IFMS Line Number**                    | C3    | The IFMS Line Number assigned by EPA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| DCN*                                  | C6    | EPA Document Control Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Account Number Fiscal Year*           | C4    | The fiscal year of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Account Number Appropriation*         | C6    | The account appropriation of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Account Number Organization*          | C7    | The account organization of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Account Number Program*               | C9    | The account program of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Account Number Spill Site Identifier* | C4    | The SSID of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Account Number Action Code*           | C2    | The account action code of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Account Number Operable Unit*         | C2    | The account operable of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Account Number Cost/Organization*     | C7    | The account cost/organization of the funding transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Current Dollars                       | N12.2 | Current invoiced costs charged against this DCN/Account Number. Values may be positive or negative.                                                                                                                                                                                                                                                                                                                                                                                                                                             |

\*Required field

\*\* New Field

File: **INVOICE.ASC**

Description:

The INVOICE.ASC file contains summary information about each invoice submitted during the reporting period.

Field List:

| Field Name       | Type | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number* | C20  | EPA-assigned number for the prime contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Contract Period* | C1   | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>                                                                                                                                                                                                                                                                                 |
| Invoice Number*  | C6   | Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable. |
| Invoice Date     | D8   | Date invoice prepared and/or submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Invoice Purpose  | C30  | Identifies the purpose of the invoice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

\*Required field

File: **ODCVEND.ASC**

Description:

This file is not required. Business Status and Description of Work are incorporated in  
TABLE C: ODCs for the TRNSCTNS.ASC File

File: **PERIOD.ASC**

Description:

This is to be a comma delimited ACSII file. The PERIOD.ASC file contains one record for each contract period (i.e. Base, Option). This file will only contain records and field values that have changed since the last time the file was submitted. **This file should only be submitted once at the beginning of the contract.**

Field List:

| Field Name                                              | Type  | Description                                                                                                                                                                                                                                                     |
|---------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*                                        | C20   | EPA-assigned number for the prime contract.                                                                                                                                                                                                                     |
| Contract Period*                                        | C1    | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul> |
| Period of Performance Start, Contract                   | D8    | Start date of contract period.                                                                                                                                                                                                                                  |
| Period of Performance End, Contract                     | D8    | End date of contract period.                                                                                                                                                                                                                                    |
| Contract at Award, Completion or FRI/FFP/FP TO, Dollars | N11.2 | Completion Form or FRI/FFP/FP TO dollar ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.                                                                   |
| Contract at Award, Term or FR TO Dollars                | N11.2 | Term Form or FR TO dollar ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.                                                                                 |
| Contract at Award, Term LOE                             | N9.2  | Term Form LOE ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.                                                                                             |
| Contract at Award, Term or FR TO Subpool                | N11.2 | Term Form or FR TO Subpool dollar ceiling for the period at contract award (used in both base period and option period(s)), <u>not</u> including option orders. Value must be positive.                                                                         |
| Option Orders, Completion or FRI/FFP/FP TO, Dollars     | N11.2 | Total dollar value of all Completion Form or FRI/FFP/FP TO option order increments for the contract period. Value must be positive.                                                                                                                             |
| Option Orders, Term or FR TO, Dollars                   | N11.2 | Total dollar value of all term or FR TO option order increments for the contract period. Value must be positive.                                                                                                                                                |
| Option Orders, Term, LOE                                | N9.2  | Total LOE of all term option order increments for the contract period. Value must be positive.                                                                                                                                                                  |
| Option Orders, Term or FR TO, Subpool                   | N11.2 | Total subpool dollar value of all term form or FR TO option order increments for the contract period. Value must be positive.                                                                                                                                   |

\* Required Field

File: **SUBPMOD.ASC**

Description:

This file is not required. Period of Performance End, Subpool and Brief Description of Work have been moved to SUBPOOL.ASC File



File: **SUBPOOL.ASC**

Description:

This is to be a comma delimited ACSII file. The SUBPOOL.ASC file contains one record for each subpool contractor. The file should contain one record for each new contractor added during the reporting period. A record will also be included for any contractor requiring changes to individual field values.

Field List:

| <b>Field Name</b>                    | <b>Type</b> | <b>Description</b>                                                                                                                                                                                                                                              |
|--------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*                     | C20         | EPA-assigned number for the prime contract.                                                                                                                                                                                                                     |
| Contract Period*                     | C1          | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul> |
| WATO Number*                         | C13         | The full Work Assignment/Task Order number as formatted in the reports of work.                                                                                                                                                                                 |
| Task Number*                         | N2          | Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.                                                                                                                                                                  |
| SSID*                                | C4          | Four-digit EPA assigned Site Spill Identification number.                                                                                                                                                                                                       |
| Subpool Subcontract Number*          | C20         | The number given by the prime contractor to its contract with the subpool subcontractor.                                                                                                                                                                        |
| Subpool Subcontract Name             | C40         | The name of the firm that the prime contractor subcontracts with.                                                                                                                                                                                               |
| Subpool Contract Type                | C4          | Contract type e.g., firm fixed-price (FFP), or Fixed Rate (FR).                                                                                                                                                                                                 |
| Period of Performance Start, Subpool | D8          | Start date of contract between prime contractor and the subpool subcontractor.                                                                                                                                                                                  |
| Period of Performance End, Subpool** | D8          | End date of contract between prime contractor and the subpool subcontractor.                                                                                                                                                                                    |
| CO Consent                           | D8          | Date of EPA Contracting Officer's consent.                                                                                                                                                                                                                      |
| Business Status*                     | C4          | Subpool subcontractor or vendor's business status: small business (SB), large business (LB), small disadvantaged business enterprise (SDBE), or a woman-owned business enterprise (WBE), as defined in Section K of the contract.                               |
| Subpool Current Contract Value**     | N10.2       | The current contract value for this subpool contract.                                                                                                                                                                                                           |
| Brief Description of Work**          | C50         | Description of the work or services provided and reason for modification.                                                                                                                                                                                       |
| Performance Based Contract**         | C1          | Flag to designate a PBC contract. Valid values are <b>Y</b> or <b>N</b> .                                                                                                                                                                                       |

\* Required field

\*\* New Field

Period of Performance End, Subpool and Brief Description of Work have been added from the old SUBPMOD.ASC File

File: **TASKS.ASC**

Description:

This is to be a comma delimited ACSII file. The TASKS.ASC file contains one record for each task on each work assignment. This file will only contain records and field values that have changed since the last time the file was submitted.

Field List:

| <b>Field Name</b>   | <b>Type</b> | <b>Description</b>                                                                                                                                                                                                                                              |
|---------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*    | C20         | EPA-assigned number for the prime contract.                                                                                                                                                                                                                     |
| Contract Period*    | C1          | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul> |
| WATO Number*        | C13         | The full Work Assignment/ Task Order number as formatted in the reports of work.                                                                                                                                                                                |
| Task Number*        | N2          | Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.                                                                                                                                                                  |
| SSID*               | C4          | Four-digit EPA assigned Site Spill Identification number.                                                                                                                                                                                                       |
| Task Title          | C40         | Title Unique to a specific task number within a specific work area as identified in the RAC SOW WBS.                                                                                                                                                            |
| Task Category Code* | C2          | Code unique to a task title within a specified work area code as identified in the RAC SOW WBS.                                                                                                                                                                 |

\* Required field

File: **TRNSCTNS.ASC**

**Description:**

This is to be a comma delimited ACSII file. The BUDGET.ASC file contains current period detailed invoiced cost. This file serves as the lowest level of detail and the data contained in this file are used to print incurred costs on all reports containing such information. Each submittal of the file should contain only current transactions, the sum of all current transactions will represent cumulative to date amounts.

**Field List:**

| <b>Field Name</b>           | <b>Type</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*            | C20         | EPA-assigned number for the prime contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Contract Period*            | C1          | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul>                                                                                                                                                                                                                                                                                 |
| WA Number*                  | C13         | The full Work Assignment number as formatted in the reports of work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Task Number*                | N2          | Number unique to a specific task within a specific work area as identified in the RAC SOW WBS.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| SSID*                       | C4          | Four-digit EPA assigned Site Spill Identification number.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Firm*                       | C40         | Company name of the prime contractor or team subcontractor for which this record contains data.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Period, Reporting From      | D8          | Date of first day of reporting period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Period, Reporting To        | D8          | Date of last day of reporting period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Invoice Number**            | C6          | Identified as abbbcd where a indicates the period invoiced and is "A" for base period, "B" for option period, "C" for the second option period and so on; bbb is the sequential number beginning with "001" and running through "999" that uniquely identifies every invoice; c is "R" for rebilled/reclaimed of suspended costs (A123R), "Z" for indirect cost rate adjustments (A123Z), or "X" for audit adjustments (A123X); d is 1 through 9 and is second and subsequent rebills/reclaims (A123R1). Values c and d are used as applicable. |
| Reporting Month             | C7          | Reflects the reporting month. The Reporting Month is in the form: YYYYMMS; where "YYYY" is the year, "MM" is the month, and "S" is the sequential number to distinguish between multiple reports within a calendar month.                                                                                                                                                                                                                                                                                                                       |
| Resource Element            | C25         | The particular resource element for this transaction, see table C below for valid values.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Resource Sub-Element        | C50         | The particular resource element for this transaction, see table C below for valid values.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Resource Sub-Element Detail | C50         | The particular resource element for this transaction, see table C below for valid values.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| LOE/Hours                   | N12.2       | When applicable this field contains the number of hours associated with the record. This value may be positive or negative.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Dollars                     | N12.2       | This field contains the current dollars for the record. If this record is for a travel element, the Dollars field is the sum of the Transportation, Lodging, Per Diem, and Other fields. This value may be positive or negative.                                                                                                                                                                                                                                                                                                                |

| Field Name          | Type  | Description                                                                                                                 |
|---------------------|-------|-----------------------------------------------------------------------------------------------------------------------------|
| Transportation      | N12.2 | Dollar amount of transportation for this trip. If the record is not for a travel element, this field is left blank.         |
| Lodging             | N12.2 | Dollar amount of lodging for this trip. If the record is not for a travel element, this field is left blank.                |
| Per Diem            | N12.2 | Dollar amount of Per Diem for this trip. If the record is not for a travel element, this field is left blank.               |
| Other               | N12.2 | Dollar amount of miscellaneous expenses for this trip. If the record is not for a travel element, this field is left blank. |
| Travel Purpose      | C100  | Purpose of business trip. If the record is not for a travel element, this field is left blank.                              |
| Travel From (City)  | C20   | City of departure. If the record is not for a travel element, this field is left blank.                                     |
| Travel From (State) | C2    | State of departure. If the record is not for a travel element, this field is left blank.                                    |
| Travel To (City)    | C20   | City of destination. If the record is not for a travel element, this field is left blank.                                   |
| Travel To (State)   | C2    | State of destination. If the record is not for a travel element, this field is left blank.                                  |

\* Required field

\*\* New Field

**Table C.****Valid Values & Combinations for Resource Element, Sub-Element and Sub-Element Detail**

| Resource                        | Resource Sub-Element                          | Resource Sub-Element Detail                                                                                                                                                                                                                              |
|---------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DLN – Direct Labor Professional | Job Title                                     | Employee Name                                                                                                                                                                                                                                            |
| DLC – Direct Labor Clerical     | Job Title                                     | Employee Name                                                                                                                                                                                                                                            |
| SP – Subpool                    | None Required                                 | Subcontractor Number                                                                                                                                                                                                                                     |
| TR – Travel                     | None Required                                 | Traveler Name                                                                                                                                                                                                                                            |
| PLI – PLI Premium               | None Required                                 | None Required                                                                                                                                                                                                                                            |
| IC – Indirect Costs             | FR – Fringe                                   | None Required                                                                                                                                                                                                                                            |
|                                 | GA – G & A                                    | None Required                                                                                                                                                                                                                                            |
|                                 | HA – Handling                                 | None Required                                                                                                                                                                                                                                            |
|                                 | MU – Multiplier Rate (Composite Ceiling Rate) | None Required                                                                                                                                                                                                                                            |
|                                 | ON – On-site overhead                         | None Required                                                                                                                                                                                                                                            |
|                                 | OS – Off-site overhead                        | None Required                                                                                                                                                                                                                                            |
|                                 | SV – Sub-contractor handling                  | None Required                                                                                                                                                                                                                                            |
| ODC – Other Direct Costs        | CO – Computer                                 | Hardware Description<br>Software Description                                                                                                                                                                                                             |
|                                 | EQ – Equipment                                | Equipment Name                                                                                                                                                                                                                                           |
|                                 | AD – Advertising                              | Business Status<br>LB – Large Business Enterprise<br>SB – Small Business Enterprise<br>SDBE – Small Disadvantaged Business Enterprise<br>WBE – Woman-Owned Business Enterprise<br>HZE – Hub Zone Enterprise<br>DVE – Service Disabled Veteran Enterprise |
|                                 | CU – Consumables                              |                                                                                                                                                                                                                                                          |
|                                 | HS – Health & Safety                          |                                                                                                                                                                                                                                                          |
|                                 | LB – Lab                                      |                                                                                                                                                                                                                                                          |
|                                 | MF – Mail/Courier/Freight                     |                                                                                                                                                                                                                                                          |
|                                 | OT – Other                                    |                                                                                                                                                                                                                                                          |
|                                 | PF – Phone/Fax                                |                                                                                                                                                                                                                                                          |
|                                 | RE – Reports                                  |                                                                                                                                                                                                                                                          |
|                                 | RP – Reproduction                             |                                                                                                                                                                                                                                                          |
|                                 | SU – Supplies                                 |                                                                                                                                                                                                                                                          |
|                                 | TX – Tax                                      |                                                                                                                                                                                                                                                          |
| FE – Fees                       | A – Award Performance Fee                     | % of fee for type of work                                                                                                                                                                                                                                |
|                                 | B – Base Fee                                  | % of fee                                                                                                                                                                                                                                                 |
|                                 | F – Fixed Fee                                 | % of fee                                                                                                                                                                                                                                                 |
|                                 | I – Incentive/Disincentive Fee                | % of fee                                                                                                                                                                                                                                                 |

File: **TSKAMEND.ASC**

Description:

This file is not required.

File: **WAAMEND.ASC**

Description:

This is to be a comma delimited ACSII file. The WAAMEND.ASC file contains one record for each Work Assignment/Task Order amendment received during the reporting period.

Field List:

| Field Name                                         | Type  | Description                                                                                                                                                                                                                                                        |
|----------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*                                   | C20   | EPA-assigned number for the prime contract.                                                                                                                                                                                                                        |
| Contract Period*                                   | C1    | Identifies a contract period of performance<br>acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul> |
| WATO Number*                                       | C13   | The full Work Assignment/Task Order number as formatted in the reports of work.                                                                                                                                                                                    |
| Amendment Number*                                  | N5    | A sequential number that uniquely identifies each WATO modification.                                                                                                                                                                                               |
| SSID*                                              | C4    | Four-digit EPA assigned Site Spill Identification number.                                                                                                                                                                                                          |
| Approved Budget Dollars Current Value*(**)         | N11.2 | The current value of the approved work plan dollar budget (not including subpool dollars).                                                                                                                                                                         |
| Approved Budget Dollars Adjustment                 | N10.2 | Change in the approved work plan dollar budget for the Work Assignment/Task Order (not including subpool dollars). The "This Action" line from the amendment form. If the amendment did not change the approved work plan dollar budget value is 0.                |
| Approved Budget LOE Current Value*(**)             | N10.2 | The current value of the approve work plan LOE budget.                                                                                                                                                                                                             |
| Approved Budget LOE Adjustment                     | N8.2  | Change in the approved work plan budget LOE for the Work Assignment. The "This Action" line from the amendment form. If the amendment did not change the approved work plan LOE budget value is 0.                                                                 |
| Approved Budget Subpool Dollars Current Value*(**) | N11.2 | The current value of the approved work plan subpool dollar budget.                                                                                                                                                                                                 |
| Approved Budget Subpool Dollars Adjustment(**)     | N10.2 | Change in the approved work plan subpool dollar budget for the Work Assignment. The "This Action" line from the amendment form. If the amendment did not change the approved work plan dollar budget value is 0.                                                   |
| Expenditure Limit Dollars Current Value*(**)       | N11.2 | The current value of the dollar expenditure limit (not including Subpool Dollars).                                                                                                                                                                                 |
| Expenditure Limit Dollars Adjustment               | N10.2 | Change in the dollar expenditure limit for a work assignment/task order (not including Subpool Dollars). The "This Action" line from the amendment form. If the amendment did not change the dollar expenditure limit value is 0.                                  |

|                                                  |       |                                                                                                                                                                                                                   |
|--------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expenditure Limit LOE Current Value*(**)         | N9.2  | The current value of the LOE expenditure limit.                                                                                                                                                                   |
| Expenditure Limit LOE Adjustment                 | N8.2  | Change in the LOE expenditure limit for a work assignment. The "This Action" line from the amendment form. If the amendment did not change the LOE expenditure limit value is 0.                                  |
| Expenditure Limit Subpool Dollars Current Value* | N11.2 | The current value of the subpool dollar expenditure limit.                                                                                                                                                        |
| Expenditure Limit Subpool Dollars Adjustment     | N10.2 | Change in the subpool dollar expenditure limit for a work assignment/task order. The "This Action" line from the amendment form. If the amendment did not change the dollar expenditure limit value is 0.         |
| Period of Performance End, WA                    | D8    | Current POP end date of work assignment as listed in the amendment.                                                                                                                                               |
| Modification Number                              | N3    | A sequential number that uniquely identifies each contract modification. For bulk funds, this field will be blank. For site specific funding, this is the Modification Number on which the funding was obligated. |
| Amendment Effective Date                         | D8    | Effective date of Work Assignment Amendment. Usually the Contracting Officer signature date.                                                                                                                      |

\* Required field

\*\* New Field



File: **WRKASSGN.ASC**

Description:

This is to be a comma delimited ACSII file. The WRKASSGN.ASC file contains one record for each new Work Assignment/Task Order received during the reporting period. If new Work Assignments/Task Orders were not received during the reporting period, this file will not be submitted. If field values change during the current reporting period, a record will be include for that assignment with all current field values.

Field List:

| <b>Field Name</b>      | <b>Type</b> | <b>Description</b>                                                                                                                                                                                                                                              |
|------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Number*       | C20         | EPA-assigned number for the prime contract.                                                                                                                                                                                                                     |
| Contract Period*       | C1          | Identifies a contract period of performance acceptable values are: <ul style="list-style-type: none"> <li>• <b>A</b> – Base</li> <li>• <b>B</b> – Option 1</li> <li>• <b>C</b> – Option 2</li> <li>• <b>D</b> – Option 3</li> <li>• <b>T</b> – Total</li> </ul> |
| WATO Number*           | C13         | The full Work Assignment/Task Order number as formatted in the reports of work.                                                                                                                                                                                 |
| SSID*                  | C4          | Four-digit EPA assigned Site Spill Identification number.                                                                                                                                                                                                       |
| Action Code*           | C2          | Code providing unique link between CERCLIS and IFMS. Positions 31-32 of the Account Number, as shown in the reports. Also, positions 8-11 of the full WA Number, as shown on the reports.                                                                       |
| Operable Unit*         | C2          | Zero filled character string (ex. 00 or 01) representing the Operable Unit number at the site corresponding to this Work Assignment                                                                                                                             |
| Type Funding (WA Only) | C2          | Four categories of bulk funding for term-form WAs: Site Characterization (SC), Removal (RV), Enforcement (EN). If site specific funding or funding for completion form WA, leave blank.                                                                         |
| WA Form*<br>TO Type*   | C1          | Type of WA issued. Valid Values:<br><b>T</b> – Term<br><br><b>C</b> – Completion<br>Type of TO Issued. Valid Values:<br><b>P</b> – Fixed Rate<br><b>I</b> – Fixed Rate Incentive<br><b>F</b> – Firm Fixed Price<br><b>S</b> – Fixed Price                       |
| Fee Type*(**)          | C1          | Type of Fee associated with work assignment form or task order type. Valid values are:<br><b>A</b> – Award (Performance) Fee<br><b>B</b> – Base Fee<br><br><i><b>F</b> – Fixed Fee</i><br><br><i><b>I</b> – Incentive Fee</i>                                   |
| Work Area Code*        | C2          | Unique code to a specific work area as identified in the RAC SOW WBS. Also, positions 4 and 5 of the full WA Number, as shown on the reports.                                                                                                                   |
| Region                 | N2          | The EPA Region that manages the contract.                                                                                                                                                                                                                       |
| WA Status*             | C8          | WA is either on-going or closed.                                                                                                                                                                                                                                |
| WA Title               | C64         | Brief title identifying the WA and type of work.                                                                                                                                                                                                                |
| State*                 | C2          | The State where the site/project is located.                                                                                                                                                                                                                    |

|                                 |     |                                                                           |
|---------------------------------|-----|---------------------------------------------------------------------------|
| Period of Performance Start, WA | D8  | Start date of work assignment.                                            |
| Type Site**                     | C40 | Brief description of the type site provided by EPA.                       |
| Performance Based Contract**    | C1  | Flag to designate a PBC contract. Valid values are <b>Y</b> or <b>N</b> . |

\* Required field

\*\* New Field

#### Invoice Files

***To submit Invoice files EPA will require the submission of the UDF 810 and UDF 864 record sets. The specific format of these records can be obtained in the “EDI Start-Up and Implementation Guidelines” provided by the Contract Payment Section, RTP-FC. These two record sets are sent to the Contract Payment System for payment based on the approval of the Project Officer. The Contract Payment System then disburses funds to the contractor submitting the invoice.***

Based on RTP requirements these record sets have been adapted and further refined. The specific layouts are included below in the “Record Layout for Translated EDI.” These record sets differ from the standard ASC record sets denoted by the EDI Start-Up and Implementation Guidelines.

The following data shall be submitted and required items are noted with \*.

- i. Invoice/Voucher Number\*
- ii. Invoice/Voucher Date\*
- iii. Beginning date of period that costs are incurred\*
- iv. Ending date of period that costs are incurred\*
- v. Contractor Name\*
- vi. Contract Number\*
- vii. Task Order Number (required for task orders only)
- viii. Costs Incurred\*
- ix. Base Fee\*
- x. Award Fee\*
- xi. Incentive/Disincentive Fee\*
- xii. A summary of all current costs for the billing period and cumulative costs by cost element such as labor, travel, equipment, other direct, subcontractor and overhead or indirect costs, as identified elsewhere in the contract.
- xiii. Total Amount of Invoice\*

The following provides a sample data layout for both files and sample files for a RACs Voucher submission.

**RECORD LAYOUT FOR TRANSLATED EDI**

You will need to refer to EDI Startup Guide for Assistance  
in value assignment

**864 DATA LAYOUT**

| <b>Data Element</b>       | <b>Data Type</b> | <b>Data Size</b> | <b>Starting Pos</b> | <b>Ending Pos</b> | <b>Comments</b>                               |
|---------------------------|------------------|------------------|---------------------|-------------------|-----------------------------------------------|
| Partnership Code          | Alpha            | 16               | 1                   | 16                |                                               |
| Rec ID                    | Alpha            | 2                | 17                  | 18                |                                               |
| Rec Data                  | Alpha            | 141              | 19                  | 159               | * See contents of Rec Data per Rec ID value - |
| REC ID = 10 (REF SEGMENT) |                  |                  |                     |                   |                                               |
| Invoice Number            | Alpha            | 11               | 19                  | 29                |                                               |
| Filler                    | Spaces           | 19               | 30                  | 48                |                                               |
| Contract Number           | Alpha            | 8                | 49                  | 56                | no dashes                                     |
| Filler                    | Spaces           | 22               | 57                  | 78                |                                               |
| DO Number                 | Alpha            | 5                | 79                  | 83                |                                               |
| REC ID = 20 (MIT SEGMENT) |                  |                  |                     |                   |                                               |
| Report Number             | Alpha            | 2                | 19                  | 20                |                                               |
| REC ID = 30 (MSG SEGMENT) |                  |                  |                     |                   |                                               |
| Text                      | Alpha            | 140              | 19                  | 158               | text of 864 report                            |

**810 DATA LAYOUT**

| <b>Data Element</b>       | <b>Data Type</b> | <b>Data Size</b> | <b>Starting Pos</b> | <b>Ending Pos</b> | <b>Comments</b>                                               |
|---------------------------|------------------|------------------|---------------------|-------------------|---------------------------------------------------------------|
| Partnership Code          | Alpha            | 16               | 1                   | 16                |                                                               |
| Rec ID                    | Alpha            | 2                | 17                  | 18                |                                                               |
| Rec Data                  | Alpha            | 87               | 19                  | 105               | * See contents of Rec Data per Rec ID value for each SEGEMENT |
| REC ID = 10 (BIG SEGMENT) |                  |                  |                     |                   |                                                               |
| Invoice Date              | Numeric          | 6                | 19                  | 24                | yymmdd                                                        |
| Invoice Number            | Alpha            | 11               | 25                  | 35                |                                                               |
| Filler                    | Spaces           | 11               | 36                  | 46                |                                                               |
| Contract Number           | Alpha            | 8                | 47                  | 54                | no dashes                                                     |
| Filler                    | Spaces           | 14               | 55                  | 68                |                                                               |
| DO Number                 | Alpha            | 5                | 69                  | 73                |                                                               |
| Filler                    | Spaces           | 25               | 74                  | 98                |                                                               |

**810 DATA LAYOUT**

| <b>Data Element</b>                            | <b>Data Type</b> | <b>Data Size</b> | <b>Starting Pos</b> | <b>Ending Pos</b> | <b>Comments</b>                      |
|------------------------------------------------|------------------|------------------|---------------------|-------------------|--------------------------------------|
| Debit Credit Indicator                         | Alpha            | 2                | 99                  | 100               |                                      |
| Purpose Code                                   | Alpha            | 2                | 101                 | 102               |                                      |
| Action Code                                    | Alpha            | 1                | 103                 | 103               |                                      |
| Sample Number Prefix                           | Alpha            | 2                | 104                 | 105               |                                      |
| <b>REC ID = 20 (TRANSLATION STAMP SEGMENT)</b> |                  |                  |                     |                   |                                      |
| Translation Date                               | Numeric          | 6                | 19                  | 24                | yymmdd                               |
| Translation Time                               | Numeric          | 8                | 25                  | 32                | HHIISSSS                             |
| <b>REC ID = 30 (N1 SEGMENT)</b>                |                  |                  |                     |                   |                                      |
|                                                |                  |                  |                     |                   | <b>Name Information</b>              |
| Entity ID                                      | Alpha            | 2                | 19                  | 20                |                                      |
| ID Code Qualifier                              | Alpha            | 2                | 21                  | 22                |                                      |
| ID Code                                        | Alpha            | 17               | 23                  | 39                |                                      |
| <b>REC ID = 40 (ITD SEGMENT)</b>               |                  |                  |                     |                   |                                      |
|                                                |                  |                  |                     |                   | <b>Discount Information</b>          |
| Basis Date Code                                | Alpha            | 2                | 19                  | 20                |                                      |
| Discount Percentage                            | Numeric          | 6                | 21                  | 26                | mask=99.999                          |
| Discount Days                                  | Numeric          | 3                | 27                  | 29                | mask=999                             |
| Discount Amount                                | Numeric          | 10               | 30                  | 39                | mask=9999999.99                      |
| <b>REC ID = 50 (DTM SEGMENT)</b>               |                  |                  |                     |                   |                                      |
|                                                |                  |                  |                     |                   | <b>Invoice Period of Performance</b> |
| Date Qualifier                                 | Alpha            | 2                | 19                  | 20                |                                      |
| Period of Performance Date                     | Numeric          | 6                | 21                  | 26                | yymmdd                               |
| <b>REC ID = 60 (IT1 SEGMENT)</b>               |                  |                  |                     |                   |                                      |
|                                                |                  |                  |                     |                   | <b>Cost Information</b>              |
| Assignment ID                                  | Alpha            | 6                | 19                  | 24                |                                      |
| Filler                                         | Spaces           | 2                | 25                  | 26                |                                      |
| Invoice Quantity                               | Numeric          | 8                | 27                  | 34                | mask=99999999                        |
| Unit of Measure                                | Alpha            | 2                | 35                  | 36                |                                      |
| Negative Sign                                  | Alpha            | 1                | 37                  | 37                |                                      |
| Unit Price                                     | Numeric          | 13               | 38                  | 50                | mask=9999999999.99                   |
| Product ID Qualifier                           | Alpha            | 2                | 51                  | 52                |                                      |
| Product ID                                     | Alpha            | 30               | 53                  | 82                |                                      |
| <b>REC ID = 70 (TDS SEGMENT)</b>               |                  |                  |                     |                   |                                      |
|                                                |                  |                  |                     |                   | <b>Total Information</b>             |
| Total Invoice Amount                           | Numeric          | 10               | 19                  | 28                | mask=9999999.99                      |

**810 DATA LAYOUT FOR TRANSLATED EDI - Example**

|                |    |                                   |          |       |      |
|----------------|----|-----------------------------------|----------|-------|------|
| 999999999CP810 | 10 | 040921046A                        | 68W60036 | 12345 | DI00 |
| 999999999CP810 | 20 | 04092108001234                    |          |       |      |
| 999999999CP810 | 30 | PE1 999999999                     |          |       |      |
| 999999999CP810 | 30 | PO1 057944910                     |          |       |      |
| 999999999CP810 | 40 | 315.25000 000075.00               |          |       |      |
| 999999999CP810 | 50 | 186040801                         |          |       |      |
| 999999999CP810 | 50 | 187040831                         |          |       |      |
| 999999999CP810 | 60 | FIXED 0000000002EA 00000000030.00 |          |       |      |
| 999999999CP810 | 60 | FIXED 0000000001EA 00000000010.00 |          |       |      |
| 999999999CP810 | 60 | FIXED 0000000001EA 00000000010.00 |          |       |      |
| 999999999CP810 | 60 | FIXED 0000000001EA 00000000010.00 |          |       |      |
| 999999999CP810 | 60 | AWARD 0000000001EA 00000000010.00 |          |       |      |
| 999999999CP810 | 60 | COST 0000000001EA 00000000010.00  |          |       |      |
| 999999999CP810 | 70 | 0000080.00                        |          |       |      |

**864 DATA LAYOUT FOR TRANSLATED EDI - Example**

|                |        |                                      |                               |            |                            |              |
|----------------|--------|--------------------------------------|-------------------------------|------------|----------------------------|--------------|
| 999999999CP864 | 10A123 | 68W60036                             | 12345                         |            |                            |              |
| 999999999CP864 | 2001   |                                      |                               |            |                            |              |
| 999999999CP864 | 30     | Invoice/Voucher No: A123             | Period that Cost are Incurred |            |                            |              |
| 999999999CP864 | 30     | Invoice/Voucher Date: 09/16/2004     | Begin Date: 08/01/2004        |            |                            |              |
| 999999999CP864 | 30     | Contractor Name: SL Contracting Inc. | End Date: 08/31/2004          |            |                            |              |
| 999999999CP864 | 30     | Contract No: 68-W6-0036              |                               |            |                            |              |
| 999999999CP864 | 30     | -----                                |                               |            |                            |              |
| 999999999CP864 | 30     |                                      |                               |            |                            |              |
| 999999999CP864 | 30     |                                      | ----- Hours -----             |            | ----- Amount Claimed ----- |              |
| 999999999CP864 | 30     |                                      |                               |            |                            |              |
| 999999999CP864 | 30     | Major Cost Element                   | Current                       | Cumulative | Current                    | Cumulative   |
| 999999999CP864 | 30     |                                      |                               |            |                            |              |
| 999999999CP864 | 30     | LOE/Hours                            | 6020.00                       | 60200.00   | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     | Clerical                             | 12020.00                      | 120200.00  | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     |                                      | -----                         | -----      | -----                      | -----        |
| 999999999CP864 | 30     | HOURS/RAW LABOR                      | 18040.00                      | 180400.00  | 246,913.56                 | 2,469,135.78 |
| 999999999CP864 | 30     |                                      |                               |            |                            |              |
| 999999999CP864 | 30     | FRINGE BENEFITS                      |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     | OVERHEAD                             |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     | GENERAL AND ADMINISTRATIVE           |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     |                                      |                               |            | -----                      | -----        |
| 999999999CP864 | 30     | SUBTOTAL LABOR                       |                               |            | 617,283.90                 | 6,172,839.45 |
| 999999999CP864 | 30     | OVERHEAD MULTIPLIER                  |                               |            | 2.50                       | 2.50         |
| 999999999CP864 | 30     |                                      |                               |            |                            |              |
| 999999999CP864 | 30     | OTHER DIRECT COSTS                   |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     | COMPUTER                             |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     | TRAVEL                               |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     | EQUIPMENT                            |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     |                                      |                               |            | -----                      | -----        |
| 999999999CP864 | 30     | SUBTOTAL                             |                               |            | 493,827.12                 | 4,938,271.56 |
| 999999999CP864 | 30     |                                      |                               |            |                            |              |
| 999999999CP864 | 30     | TEAM SUBCONTRACTS                    |                               |            |                            |              |
| 999999999CP864 | 30     | Joe Contractor LLC.                  |                               |            | 123,456.78                 | 1,234,567.89 |
| 999999999CP864 | 30     | Jane Contractor Inc.                 |                               |            | 123,456.78                 | 1,234,567.89 |

|                |    |                                    |              |               |
|----------------|----|------------------------------------|--------------|---------------|
| 999999999CP864 | 30 | Jerry Contractor Co.               | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 | SUBPOOL COSTS                      | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 |                                    | -----        | -----         |
| 999999999CP864 | 30 | SUBTOTAL SUBCONTRACTS              | 493,827.12   | 4,938,271.56  |
| 999999999CP864 | 30 |                                    |              |               |
| 999999999CP864 | 30 | BASE FEE                           | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 | AWARD FEE                          | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 | INCENTIVE/DISINCENTIVE FEE         | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 |                                    |              |               |
| 999999999CP864 | 30 | POLLUTION LIABILITY INSURANCE      | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 | LABORATORY SERVICES                | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 |                                    |              |               |
| 999999999CP864 | 30 | TERMS DISCOUNT                     | 123,456.78   | 1,234,567.89  |
| 999999999CP864 | 30 |                                    |              |               |
| 999999999CP864 | 30 | TOTAL INVOICE CLAIMED THIS VOUCHER | 2,222,222.04 | 22,222,222.02 |
| 999999999CP864 | 30 | PRIOR PAYMENTS REIMBURSED          |              | 22,222,222.02 |
| 999999999CP864 | 30 |                                    |              |               |
| 999999999CP864 | 30 | TOTAL AMOUNT DUE                   |              | 2,222,222.04  |

## **7.0 National Reports**

On a monthly basis the Contractor shall provide a copy of the individual monthly Executive Summary provided to Headquarters, OERR, and Headquarters, OAM. The Executive Summary shall highlight key activities, deviations from planned schedules and budgets, and corrective actions taken and planned. Reports 4T, 4C, 5T, 5C, 7T and 7C and 8 thru 11 shall also be included with the Executive Summary (see page 3, Executive Summary). (Also see requirements in Section 5, Electronic Reporting Specifications, and Section 6.2, RAC Computer - Readable Reporting File Definitions.)

## **8.0 Work Plans**

Work plans shall be submitted in response to all Work Assignments issued under the contract as specified in Section B of the Contract. The work plan shall include a technical proposal of how the assigned work shall be accomplished and shall be accompanied by a detailed cost proposal which shall specify costs to complete the Work Assignment. The cost estimate shall include all major cost elements and any additional cost elements required by the specific activity. Costs shall be estimated at the Work Assignment Task level or Subtask level, as specified in the Work Assignment, and summarized for the Work Assignment.

Contractor work plans shall address the following:

- **Background** - The Contractor shall provide a brief background summary to demonstrate understanding of the project. In cases where EPA has provided extensive background information on a site, the Contractor shall not repeat this information in the work plan but shall reference the information in the Work Assignment.
- **Purpose and Scope** - The Contractor shall provide a concise summary of the scope and objective of the proposed activity, including the end result/product, and the proposed activity's relationship to other activities.
- **Technical Approach** - The technical approach shall describe how the Contractor shall accomplish project tasks, including methods to be used and assumptions used in structuring the technical approach. The Work Assignment and Tasks shall be identified in accordance with the work breakdown structure given in the Statement of Work.
- **Safety and Contingency Measures** - The Contractor shall specify safety and contingency procedures and equipment to be employed in Work Assignment performance. The Contractor shall reference its Health and Safety Plan (HSP) as appropriate.
- **Quality Control Measures** - The Contractor shall specify the QC procedures to be employed in performing the Work Assignment, referencing the contract QA Plan as appropriate.
- **Schedule** - The Contractor shall incorporate the Government-prepared Work Assignment activity schedule in the work plan, including critical path and key milestones.
- **Deliverables** - As noted in the Work Assignment Statement of Work, the Contractor shall identify in the work plan all deliverables to be produced under the Work Assignment, including draft and final versions. Delivery dates, numbers of copies to be provided, and recipients for individual deliverables should also be specified.
- **Cost Estimate** - The cost estimate shall include staffing for the Work Assignment, specifying names, Professional/Technical levels, and proposed hours. LOE estimates and estimates for other contract cost elements such as travel and ODCs shall be provided down to the Task level, at a minimum, and may be required at the Subtask level (the actual level of detailed requirement shall be defined in the individual WA Statement of Work).



- Subcontracting Plan (if work involves subcontracting).

### **9.0 Project Reports**

The Contractor shall prepare and submit reports for Work Assignment Tasks as specified in specific Work Assignments Statements of Work. The purpose of these reports is to: document the conduct of the work; present findings, conclusions, and recommendations; and account for the funds expended. Specific requirements for these reports and the schedule for submitting draft and final project reports shall be identified in the Work Assignment. Reports concerning remedy selection, e.g., the RI/FS Report and the Record of Decision, shall become part of EPA's Administrative Record for each site. The Remedial Design plans and specifications, the Remedial Action Report, and Operation and Maintenance Plan shall be required for subsequent actions and cost recovery purposes. All reports shall be subject to public review. Additional, less formal, deliverables may be required at interim stages of an activity. These may be in the form of concise technical memoranda, briefings, or meetings that enable the transfer of information and facilitate decisions necessary to progress to the next stage of work. They are not intended to be formally reviewed nor delay site progress. For example, at completion of the first phase of the RI, the Contractor would present a technical memorandum indicating results and recommended next steps. The RPM could then take whatever steps are necessary to approve the next phase of work.

Reports shall address but shall not necessarily be limited to the following elements:

- Executive Summary
- Purpose, objectives, and scope of activity; relationship to other activities
- Approach and techniques used
- Major problems encountered and solutions adopted
- Use of non-standard procedures
- Detailed accomplishments and results of study
- Recommendations, as appropriate

Guidance documents may be referenced as attachments to individual Work Assignment Statement of Work. As required in *EPA Procurement Policy Notice Number 94-11(A)*, March 27, 1995, or latest version, **Contractors shall deliver a technical report abstract for each draft final and final technical report. A copy of this Notice shall be obtained from the Contracting Officer.**

### **10.0 Cost Recovery Documentation**

The contractor shall be required to maintain cost documentation in sufficient detail to enable identification red on a site-specific work assignment task basis for purposes of cost recovery litigation. Particular attention shall be focuses on cost documentation when subcontracting is involved. Documentation methods should be specified in the subcontracting plan. Documentation shall consist of the site-specific job cost ledgers and construction logs necessary for this purpose.

Documentation and costs for remedial projects shall be coordinated with the Project Officer and the WAM/RPM in accordance with the NCP. Documentation and costs for removal projects shall be coordinated with the Project Officer and the WAM/OSC. Specific requirements for cost recovery documentation of each activity shall be identified in the Work Assignment. Cost recovery documentation shall be submitted as requested by the Government. Indexing of documents will be in accordance with EPA Regional Records Management Procedures.

**11.0 Non-Contract Lab Program Analytical Services Sample Collection, Data Management, Review, Tracking, and Reporting Requirements**

1. The Forms II Lite<sup>TM</sup> software is designed to capture information to generate sample reports in the field (e.g., chain of custody (COC) Forms, sample labels and bottle tags) and to transmit the information to other systems.

(a) The contractor shall use FORMS II Lite<sup>TM</sup> to manage the sample collection, documentation, and submission of all relevant reports for all Response Actions.

(b) The contractor shall use the FORMS II Lite<sup>TM</sup> software to generate and submit COC Forms in accordance with established regional guidance. Exact procedures and instructions on the development and submission of electronic traffic reports are available on the Office of Superfund Remediation and Technology Innovation's (OSRTI) Contract Laboratory Program (CLP) web page at: <http://www.epa.gov/superfund/programs/clp/f2lite.htm>

(c) The contractor shall follow regional guidance for the information that is to appear on sample labels generated using Forms II Lite<sup>TM</sup>. This will require setting up a label template to print the specified information. Setting up the label template should be a one time set-up and would only require changes if the regional guidance is updated. Site names and/or locations shall not be provided to Contract Laboratory Program (CLP) or non-CLP laboratories, to avoid any real or perceived conflict-of-interest with a laboratory analyzing US EPA samples.

(d) In case of catastrophic equipment failure, such as a computer or printer failure, hardcopy COC Forms (not generated by FORMS II Lite<sup>TM</sup>) shall be used by the contractor, but this should be a rare occurrence. Hardcopy COC Forms for use in case of catastrophic equipment failure are available at: <http://www.epa.gov/superfund/programs/clp/trcoc.htm>.

2. Staged Electronic Data Deliverable (SEDD) is designed to provide a uniform electronic format for submission of analytical data from laboratories. Automated Data Review (ADR) software is a program designed to electronically review analytical data received in the SEDD format.

(a) For all analytical services procured through the contractors' laboratory or through a subcontracted laboratory under this contract, the laboratory shall report data using the SEDD format. The minimum requirement for the laboratory is the delivery of a SEDD Stage 2a deliverable. Electronic deliverables meeting SEDD Stage 2b and Stage 3 requirements are also acceptable and encouraged. Data from microbiological, physical, and bio assay tests are not required to be delivered in the SEDD format.

(b) Once the electronic data files have been received from the laboratory, the contractor must electronically review the files using qualified personnel to meet project data quality requirements using the US Army Corps of Engineers Automated Data Review (ADR) software or equivalent. The ADR software shall

be provided by US EPA to the contractor. The original electronic data (in the SEDD format), specifications for data review, and results of the automated data review shall be provided to US EPA upon request.

(c) Information on SEDD can be obtained at:

<http://www.epa.gov/superfund/programs/clp/sedd.htm>

3. US EPA also mandates that all analytical services used by Superfund be reported to the Analytical Services Tracking System (ANSETS).

(a) For all analytical services procured through the contractors' laboratory or through a

subcontracted laboratory under this contract, the contractor shall report these analytical services used for non-CLP work to ANSETS according to regional requirements. Non-CLP sampling data is generated by a contractor or subcontractor at mobile and/or in-house laboratories. Requirements for field screening are determined by the Regions. Waste profile data is exempt from this requirement.

(b) Detailed instructions on submitting ANSETS data are provided at the following web

address: <http://www.epa.gov/superfund/programs/clp/ansets.htm>. The Contractor will utilize this web page for guidance and for updates of future changes to the non-CLP tracking requirements.

(c) The FORMS II Lite COC Form captures most of the essential ANSETS data and is a direct and effective way for the contractor to meet ANSETS requirements. If FORMS II Lite COC Forms are used to meet the ANSETS reporting requirements, they shall be submitted according to instructions provided at:

<http://www.epa.gov/superfund/programs/clp/ansets.htm>

(i) FORMS II Lite™ COC Forms should be submitted to ANSETS within five (5) business days of completing the field work and/or completing the shipment of samples to the laboratories.

Forms to (ii) At a minimum, the contractor shall submit FORMS II Lite™ COC ANSETS on a monthly basis.

(d) Other options for submitting data to ANSETS:

(i) Web-Based Submission Form - Contractors shall submit the ANSETS data by completing the web-based form and submitting the data via the Internet (see website above) on a monthly basis.

(ii) Batch Submissions - Contractors shall submit the ANSETS data to Regional tracking systems on a monthly basis. The Regions then batch the ANSETS data and submit it to OSRTI.

5. The contractor shall provide the necessary equipment (e.g., laptops, portable printers, PDAs) and internet browser software (e.g., Internet Explorer) necessary to support these systems. US EPA will provide FORMS II Lite<sup>TM</sup> and ADR software, as well as the ANSETS reporting and SEDD format requirements to the contractor.
6. Exceptions to these requirements shall only be waived by the Contracting Officer.

## **12.0 Region Specific Reporting Requirements**

### Region 5 ADHOC Reports

#### **Report 12-1**

##### **Monthly Financial Progress Chart**

For each Work Assignment; the Contractor shall deliver with other ROWs, a single page color chart that depicts the Total Authorized Budget, Actual Cost (Incurred) through the period, Total Task Order Expenditure Limit and Cumulative Funding provided to the Work Assignment. One axis of the chart will reflect dollars and the second axis will reflect time in terms of a 18 month forecast. This chart shall be included at the end of the narrative progress report or as the last page of all ROWs. Within sixty days after notice of award, the successful contractor shall submit an example of this chart for review and approval by the Project Officer. (Chart will be added)

#### **Report 12-2**

##### **Ad Hoc Tables for Monthly Progress Reports**

If a work assignment is issued that has either multiple operable units for the same site, or multiple sites under the same work assignment, the contractor shall incorporate tables similar to those listed below into the text of the monthly progress reports. Specific language will be included in the WA package identifying the SSID and operable unit designations. This will assist in future cost recovery efforts for these sites. The total current costs/LOE and cumulative costs/LOE shall be consistent with those amounts on all other reports and any invoices. The site specific current costs/LOE and cumulative costs/LOE information shall be consistent with all information included on the Exhibit 1 - Site Specific attachment to the invoice.

| <b>Work Assignment with Same Site and Different Operable Units</b> |    |      |               |             |                  |                |
|--------------------------------------------------------------------|----|------|---------------|-------------|------------------|----------------|
| Site Name                                                          | OU | SSID | Current Costs | Current LOE | Cumulative Costs | Cumulative LOE |
| ABC Waste Oil                                                      | 1  | B523 | \$711.40      | 71.4        | 43278.00         | 1,107.9        |
| ABC Waste Oil                                                      | 2  | B523 | \$2,260.24    | 22.9        | 25750.38         | 230.9          |
| ABC Waste Oil                                                      | 3  | B523 | \$5,183.92    | 56.9        | 446558.25        | 5,049.0        |
| ABC Waste Oil                                                      | 4  | B523 | \$4183.92     | 41.6        | 46558.25         | 481.9          |
| Total                                                              |    |      | \$12,339.48   | 192.8       | \$562,144.88     | 6,869.7        |

| <b>Multi-Site Work Assignment with Different SSIDs</b> |    |      |               |             |                  |                |
|--------------------------------------------------------|----|------|---------------|-------------|------------------|----------------|
| Site Name                                              | OU | SSID | Current Costs | Current LOE | Cumulative Costs | Cumulative LOE |
| ABC Waste Oil                                          | 1  | B523 | \$711.40      | 71.4        | \$43,278.00      | 1,107.9        |
| CBA Inc                                                | 1  | B589 | \$1,260.24    | 12.9        | \$15,750.38      | 130.9          |
| CBA Inc                                                | 2  | B589 | \$1,001.78    | 10.9        | \$12,025.59      | 100.9          |
| Trash Mgmt                                             | 1  | B539 | \$5,183.92    | 56.9        | \$446,558.25     | 5,049.0        |
| Dump Suppliers                                         | 1  | B573 | \$4183.92     | 41.6        | \$46,558.25      | 481.9          |
| Total                                                  |    |      | \$12,341.26   | 193.70      | \$564,170.47     | 6,869.7        |

**Report 12-3****Ad Hoc COI Screening Backup Tables**

The contractor shall use the attached form as backup to U.S. EPA's Conflict of Interest (COI) Screening Request of Potential Responsible Parties (PRPs) associated with a particular site. This information will be used for documentation in the assignment of new work to each of the potential contractors. The contractor shall reply to the Agency's COI request in accordance with its Conflict of Interest approved plan. Instructions for the completion of this form are as follows:

**Column 1.** The Agency requires the contractor to identify any actual or potential COIs during the current calendar year and for the previous four calendar years. Enter each of these years in column 1.

**Column 2.** Enter the name of the company or governmental entity with whom the contractor has done business based on the list of PRPs provided to the contractor by the Agency at the time of the COI Screening Request. If the contractor has prior/current business relations with the any of the identified PRPs and is proposing to pursue future work under any marketing proposals, the contractor shall list the future potential work as a separate line on the document.

**Column 3.** Enter the location (City & State) of each company or governmental entity listed in Column 2.

**Column 4.** Enter the number of contracts, work orders or work assignments for each company of governmental entity listed in Column 2.

**Column 5.** Enter the amount of the contract, work order or work assignment associated with each company or governmental entity listed in Column 2.

**Column 6.** Describe the type of environmental work performed by your organization for each of the companies and governmental entities identified in Column 2. If the work performed was non-environmental, please identify that also.

**Conflict of Interest Review at the ABC Waste Site in Chicago IL**

| <b>Year</b>     | <b>Company/<br/>Governmental<br/>Entity</b>   | <b>Location</b>  | <b># of<br/>Contracts/<br/>Orders/<br/>Work<br/>Assignments</b> | <b>Total<br/>Income</b> | <b>Type of Work</b>                        |
|-----------------|-----------------------------------------------|------------------|-----------------------------------------------------------------|-------------------------|--------------------------------------------|
| 2002            | XYZ                                           | Chicago, IL      | 1                                                               | \$10,000                | Delisting Support                          |
|                 | PGA                                           | Memphis, TN      | 1                                                               | \$10,000                | Site Section for a power plant             |
|                 | State Dept. of<br>Energy                      | Tulsa, OK        | 3                                                               | \$30,000                | Air Permit                                 |
|                 |                                               | Subtotal         |                                                                 | \$50,000                |                                            |
| 2003            | KLM                                           | Madison, WI      | 3                                                               | \$17,000                | Wastewater treatment plant<br>improvements |
|                 | Indiana Dept. of<br>Environmental<br>Services | Indianapolis, IN | 1                                                               | \$55,000                | RI/FS for Superfund                        |
|                 |                                               | Subtotal         |                                                                 | \$72,000                |                                            |
| 2004            | ITT                                           | Seattle, WA      | 2                                                               | \$19,000                | Air Permit                                 |
|                 | GEO                                           | Springfield, IL  | 1                                                               | \$50,000                | Wastewater treatment plant<br>improvements |
|                 |                                               | Subtotal         |                                                                 | \$69,000                |                                            |
| 2005            | SAS                                           | Pittsburg, PA    | 1                                                               | \$560,000               | Wastewater treatment plant<br>improvements |
|                 | MGN                                           | Detroit, MI      | 1                                                               | \$100,000               | RD for Superfund                           |
|                 | Subtotal                                      |                  |                                                                 | \$660,000               |                                            |
| 2006            | ITT                                           | Seattle, WA      | 3                                                               | \$150,000               | Wetlands Study                             |
|                 | ITT                                           | Columbus, OH     | 1                                                               | \$25,000                | Future Opportunity, Data<br>management     |
|                 | SAS                                           | Columbus, OH     | 5                                                               | \$150,000               | RD for Superfund                           |
|                 |                                               | Subtotal         |                                                                 | \$325,000               |                                            |
| 2002-2006 TOTAL |                                               |                  |                                                                 | \$1,176,000             |                                            |

**Report 12-4**

**Region 5 Electronic Data Management and Analysis Network (EDMAN) Reporting**

The contractor shall be required to report environmental data generated under individual work assignment (WA) Scopes of Work (SOW) in and electronic data deliverable (EDD) format in addition to any technical deliverables specified in the SOW. The Contractor shall report environmental data generated by site characterization/investigation, drilling/logging, installation of monitoring wells and continued long-term monitoring of Superfund cleanups to EPA. This environmental data generated under the WA may also include, but, not be limited to, site and location data, groundwater sampling data, groundwater levels, monitoring well installation information, geology and geo-sampling data, geo-technical data such as direct-push measurements, surveying data, soil-gas monitoring data, surface water sampling data, sediment sampling data, groundwater treatment data, air sampling data, soil sampling data and leachate

sampling data. Groundwater treatment data should include data such as groundwater extraction pumping rates and any other required data collected before, during or after treatment and/or processing.

The Contractor shall submit EDDs in addition to any hard copies of the data required. EDD submittals shall be in the appropriate electronic format, as specified in the most up-to-date version of the EPA Region 5 Electronic Data Deliverable (EDD) Specifications Manual. The most recent version of the manual can be found on the EPA Region 5 web site at:

<http://www.epa.gov/region5/superfund/edman/>

The contractor shall register at the EPA Region 5 web site to receive EDD updates. EPA send and e-mail to registered users whenever changes or updates are made to the EDD Region 5 EDD format or submittal process. A copy of *"SUBMITTING SUPERFUND DATA ELECTRONICALLY: A Quick Reference Guide for Preparing your EDD"* (October 2001) will be provided as a reference.

For complete information regarding which data are and are not required, the Contractor shall consult the EPA Region 5 EDD Specifications Manual. As one example, data for laboratory-generated quality control samples do not need to be included in an EDD; however,, data for field duplicate samples do need to be included in an EDD. As another example, if data is validated prior to submittal, detailed quality assurance/quality control (QA/QC) information does not need to be included in the EDD and the Contractor shall submit the EDD in accordance with the Table 4.3, "Chemistry Test Results: File Structure," of the EPA Region 5 EDD Specifications Manual. If, however, data is not validated prior to submittal, the Contractor shall submit the EDD in accordance with Table 4.4, "Chemistry Test Results with QC Data: File Structure," of the EPA Region 5 EDD Specifications Manual. Prior to submittal, the Contractor shall check, and if necessary, revise, all EDDs using the latest version fo the data checking software, (Electronic Lab Data Checker (ELDC) and Electronic Field Data Checker (EFDC)), available on the EPA Region 5 web site. If errors are detected on EDDs that are submitted, EPA Region 5 will return the EDD submittal to the Contractor along with a list of errors that need to be corrected.

An error-free EDD will have to be resubmitted before EPA will accept it as complete.

The Contractor shall submit environmental data via an electronic medium, such as on a 3.5" diskette, Zip <sup>TM</sup>, compatible disk, or CD ROM. The Contractor shall send the EDDs to:

**Superfund EDMAN Data Coordinator S-6J**  
**Division of Superfund**  
**U.S. Environmental Protection Agency**  
**Region 5 Chicago, IL 60604**

The Contractor shall submit the EDD to the Superfund EDMAN Data Coordinator at the time the associated WA technical deliverable is submitted to the Agency. The Contractor shall submit a copy of the cover letter transmitting the EDD to EPA to the Work Assignment Manager (WAM)/Contracting Officer's Representative (COR), Project Officer and Contracting Officer at the time the EDD is submitted.



**Report 12-5  
Reserved**

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### ***13.0 Annotated Reports***

In this section are all of the reports of work with annotations corresponding to the data element in the data element dictionary as listed in section 6.1.

# REPORT 1 Work Assignment -- Task Level Specific Detail Report

Work Assignment Number:  
 Work Assignment Title:  
 Contractor Name:  
 Contract Number:  
 SSID:  
 State:  
 Region:

EE  
 EI  
 BF  
 BB  
 CZ  
 DA  
 CS

Work Area Code:  
 Action Code:  
 Operable Unit:  
 WA Form:  
 Type Site:  
 Type Funding:  
 Work Assignment Status:  
 Performance Based:

EC  
 AI  
 AE  
 EB  
 DU  
 DT  
 EH  
 CK

Contract Period:  
 WA Period of Performance Start:  
 WA Period of Performance End:  
 Reporting Period From:  
 Reporting Period To:  
 Invoice Date:  
 Invoice Number:  
 Invoice Purpose:

BC  
 EG  
 EF  
 CU  
 CV  
 BW  
 BX  
 BY  
 DJ

Task Number: 1  
 Task Title:

DK  
 DM

Task Category Code:

BS

BQ

BR

BO

AK

AJ

| Name | Job Classification | Current   |         | Cumulative |         | Approved Budget |         |
|------|--------------------|-----------|---------|------------|---------|-----------------|---------|
|      |                    | LOE/Hours | Dollars | LOE/Hours  | Dollars | LOE/Hours       | Dollars |

## PRIME CONTRACTOR

### Direct Labor

|                     |                                                                |          |            |          |            |  |  |
|---------------------|----------------------------------------------------------------|----------|------------|----------|------------|--|--|
| Frank Jones         | CY where Resource Element is Direct Labor (excluding Clerical) | 9,999.00 |            | 9,999.00 |            |  |  |
| Mary Smith          |                                                                | 9,999.00 |            | 9,999.00 |            |  |  |
| John Doe            |                                                                | 9,999.00 |            | 9,999.00 |            |  |  |
| John Jones          |                                                                | 9,999.00 |            | 9,999.00 |            |  |  |
| Dee Parture         |                                                                | 9,999.00 |            | 9,999.00 |            |  |  |
| Bill Doe            |                                                                | 9,999.00 |            | 9,999.00 |            |  |  |
| TOTAL, PROFESSIONAL |                                                                | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |  |  |

### Clerical

|                      |  |          |            |          |            |          |            |
|----------------------|--|----------|------------|----------|------------|----------|------------|
| Jim Dean             |  | 9,999.00 |            | 9,999.00 |            |          |            |
| Sandy Beech          |  | 9,999.00 |            | 9,999.00 |            |          |            |
| TOTAL, CLERICAL      |  | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |
| TOTAL, DIRECT LABOR  |  | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |
| TOTAL, PRIME DIRECTS |  | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |

# REPORT 1 Work Assignment -- Task Level Specific Detail Report

Task Number: 1

Task Category Code:

Task Title:

| Name | Job Category | Current   |         | Cumulative |         | Approved Budget |         |
|------|--------------|-----------|---------|------------|---------|-----------------|---------|
|      |              | LOE/Hours | Dollars | LOE/Hours  | Dollars | LOE/Hours       | Dollars |

## TEAM SUBCONTRACTOR NAME (EA.)

Direct Labor

|                     |          |            |          |            |  |  |  |
|---------------------|----------|------------|----------|------------|--|--|--|
| Frank Doe           | 9,999.00 |            | 9,999.00 |            |  |  |  |
| Mary Jones          | 9,999.00 |            | 9,999.00 |            |  |  |  |
| Seymour Fundingsoon | 9,999.00 |            | 9,999.00 |            |  |  |  |
| Terry Kloth         | 9,999.00 |            | 9,999.00 |            |  |  |  |
| Fanny Mae           | 9,999.00 |            | 9,999.00 |            |  |  |  |
| Frank Mayknot       | 9,999.00 |            | 9,999.00 |            |  |  |  |
| TOTAL, PROFESSIONAL | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |  |  |  |

Clerical

|                              |          |            |          |            |          |            |  |
|------------------------------|----------|------------|----------|------------|----------|------------|--|
| Jim Dont                     | 9,999.00 |            | 9,999.00 |            |          |            |  |
| Franky Valet                 | 9,999.00 |            | 9,999.00 |            |          |            |  |
| TOTAL, CLERICAL              | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |  |
| TOTAL, TEAM SUB DIRECT LABOR | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |  |
| TOTAL TASK, TEAM SUB DIRECTS | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |  |

## SUBTOTALS FOR TASK 1 (PRIME + TEAM SUBCONTRACTORS)

| Cost Elements | Current   |         | Cumulative |         | Approved Budget |         |
|---------------|-----------|---------|------------|---------|-----------------|---------|
|               | LOE/Hours | Dollars | LOE/Hours  | Dollars | LOE/Hours       | Dollars |

|                                       |          |            |          |            |          |            |
|---------------------------------------|----------|------------|----------|------------|----------|------------|
| SUBTOTAL, DIRECT LABOR (Professional) | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |
| SUBTOTAL, DIRECT LABOR (Clerical)     | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 9,999.00 | 999,999.00 |
| SUBTOTAL, DIRECT COSTS                |          |            |          |            |          |            |
| SUBTOTAL, TASK 1 COSTS                |          | 999,999.00 |          | 999,999.00 |          | 999,999.00 |

NOTE: Repeat process above (for Prime, each Team Sub, and combined) for EACH and EVERY TASK.

# REPORT 1 Work Assignment -- Task Level Specific Detail Report

## WORK ASSIGNMENT TOTALS (ALL TASKS)

| Cost Elements                               | Current   |            | Cumulative |            | Approved Budget |            |
|---------------------------------------------|-----------|------------|------------|------------|-----------------|------------|
|                                             | LOE/Hours | Dollars    | LOE/Hours  | Dollars    | LOE/Hours       | Dollars    |
| TOTAL, DIRECT LABOR (Professional)          | 9,999.00  | 999,999.00 | 9,999.00   | 999,999.00 | 9,999.00        | 999,999.00 |
| TOTAL, DIRECT LABOR (Clerical)              | 9,999.00  | 999,999.00 | 9,999.00   | 999,999.00 | 9,999.00        | 999,999.00 |
| WORK ASSIGNMENT TOTAL, DIRECT COSTS         |           |            |            |            |                 |            |
| Other Direct Costs                          |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| Travel                                      |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| Computer                                    |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| Equipment                                   |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| Subpool                                     |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| PLI (Pollution Liability Insurance Premium) |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| TOTAL, INDIRECT COSTS (Fringe, O/H, G&A)    |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| TOTAL, TEAM SUB FEES (as negotiated)        |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| BASE FEES (Prime)*                          |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| PERFORMANCE (AWARD) FEE (Prime)*            |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| INCENTIVE/DISCENTIVE FEE                    |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| FIXED FEE*                                  |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| TOTAL, WORK ASSIGNMENT                      |           | 999,999.00 |            | 999,999.00 |                 | 999,999.00 |
| Average Hourly Rate                         |           | 999.00     |            | 999.00     |                 |            |
| Expenditure Limit LOE**                     |           |            | 999.00     |            |                 |            |
| Expenditure Limit Dollars                   |           |            |            | 999,999.00 |                 |            |

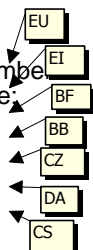
\* Use Applicable Fee Structure only

\*\*Term Work Assignments only

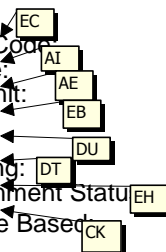
## REPORT 1A:

## Work Assignment Supplemental Detail Report - Travel

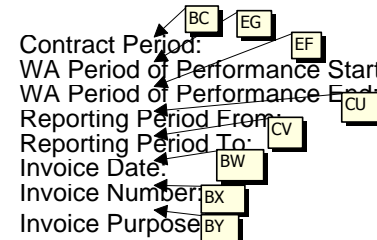
Work Assignment Number:  
 Work Assignment Title:  
 Contractor Name:  
 Contract Number:  
 SSID:  
 State:  
 Region:



Work Area Code:  
 Action Code:  
 Operable Unit:  
 WA Form:  
 Type Site:  
 Type Funding:  
 Work Assignment Status:  
 Performance Based:



Contract Period:  
 WA Period of Performance Start:  
 WA Period of Performance End:  
 Reporting Period From:  
 Reporting Period To:  
 Invoice Date:  
 Invoice Number:  
 Invoice Purpose:

**TRAVEL BREAKDOWN**

| <b>Prime Contractor</b>          |             |                |                |             |                |          |          |          |          |                          |
|----------------------------------|-------------|----------------|----------------|-------------|----------------|----------|----------|----------|----------|--------------------------|
| Traveler's Name                  | Travel From | Travel To      | Departure Date | Return Date | Transportation | Lodging  | Per Diem | Other    | Total    | Travel Purpose           |
| John Doe                         | Denver, CO  | Boulder, CO    | XX/XX/XXXX     | XX/XX/XXXX  | 9,999.00       | 9,999.00 | 9,999.00 | 9,999.00 | 9,999.00 | Meeting with EPA RPM     |
| Dee Parture                      | Denver, CO  | Washington, DC | XX/XX/XXXX     | XX/XX/XXXX  | 9,999.00       | 9,999.00 | 9,999.00 | 9,999.00 | 9,999.00 | Health & Safety Training |
| <b>Total, Prime Travel Costs</b> |             |                |                |             | 9,999.00       | 9,999.00 | 9,999.00 | 9,999.00 | 9,999.00 |                          |

**Team Subcontractor\*\***

| Traveler's Name                               | Travel From | Travel To      | Departure Date | Return Date | Transportation | Lodging  | Per Diem | Other    | Total    | Travel Purpose           |
|-----------------------------------------------|-------------|----------------|----------------|-------------|----------------|----------|----------|----------|----------|--------------------------|
| Seymour Fundingsoor                           | Denver, CO  | Washington, DC | XX/XX/XXXX     | XX/XX/XXXX  | 9,999.00       | 9,999.00 | 9,999.00 | 9,999.00 | 9,999.00 | Health & Safety Training |
| <b>Total, Team Subcontractor Travel Costs</b> |             |                |                |             | 9,999.00       | 9,999.00 | 9,999.00 | 9,999.00 | 9,999.00 |                          |

\*\* Provide travel breakout for each Team Sub

## REPORT 2T: Current Month & Cumulative Status Report --- Task Level Totals within Term Form Work Assignment

Work Assignment Number: EU  
Work Assignment Title: EI  
Contractor Name: BF  
Contract Number: BB  
SSID: CZ  
State: DA  
Region: CS

Work Area Code: EC  
Action Code: AE  
Operable Unit: EB  
WA Form: DU  
Type Site: DT  
Type Funding: EH  
Work Assignment Status: EK  
Performance Based: CK

Contract Period: BC  
WA Period of Performance Start: EG  
WA Period of Performance End: EF  
Reporting Period From: CU  
Reporting Period To: CV  
Invoice Date: BW  
Invoice Number: BX  
Invoice Purpose: BY

**Current Month**

| NO                        | TASK CAT. CODE | Prime/Team LOE | Prime/Team Labor \$ | Clerical Hours | Clerical Labor \$ | PLI Premium | ODCs      | Computer  | Travel    | Equip.   | Subpool      | Indirect Costs | Fees      | Total LOE | Total \$      |
|---------------------------|----------------|----------------|---------------------|----------------|-------------------|-------------|-----------|-----------|-----------|----------|--------------|----------------|-----------|-----------|---------------|
| 01                        | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        | 999,999.00  |           |           |           |          | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| 02                        | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        |             |           |           |           |          | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| 03                        | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        |             |           |           |           |          | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| 04                        | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        |             |           |           |           |          | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| Work Assignment Subtotal  |                |                |                     |                |                   |             | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 |              |                |           |           |               |
| Subteam Fees              |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Base Fee - Prime*         |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Incentive/Discentive Fee* |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Fixed Fee*                |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Performance Fee*          |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Total                     |                | 999,999.00     | 999,999.00          | 9,999.00       | 999,999.00        | 999,999.00  | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 | 9,999,999.00 | 999,999.00     | 99,999.00 | 9,999.00  | 99,999,999.00 |

**Cumulative To-Date**

| NO                              | TASK CAT. CODE | Prime/Team LOE | Prime/Team Labor \$ | Clerical Hours | Clerical Labor \$ | PLI Premium | ODCs      | Computer  | Travel    | Equip.   | Subpool      | Indirect Costs | Fees      | Total LOE | Total \$      |
|---------------------------------|----------------|----------------|---------------------|----------------|-------------------|-------------|-----------|-----------|-----------|----------|--------------|----------------|-----------|-----------|---------------|
| 01                              | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        | 999,999.00  | 99,999.00 |           | 99,999.00 | 9,999.00 | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| 02                              | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        |             | 99,999.00 |           | 99,999.00 | 9,999.00 | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| 03                              | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        |             | 99,999.00 |           | 99,999.00 | 9,999.00 | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| 04                              | XX             | 9,999.00       | 999,999.00          | 9,999.00       | 999,999.00        |             | 99,999.00 |           | 99,999.00 | 9,999.00 | 9,999,999.00 | 999,999.00     |           | 9,999.00  | 99,999,999.00 |
| Work Assignment Subtotal        |                |                |                     |                |                   |             | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 |              |                |           |           |               |
| Subteam Fees                    |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Base Fee - Prime*               |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Incentive/Discentive Fee*       |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Fixed Fee*                      |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Performance Fee*                |                |                |                     |                |                   |             |           |           |           |          |              |                | 99,999.00 |           |               |
| Total                           |                | 999,999.00     | 999,999.00          | 9,999.00       | 999,999.00        | 999,999.00  | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 | 9,999,999.00 | 999,999.00     | 99,999.00 | 9,999.00  | 99,999,999.00 |
| Total Expenditure Limit Dollars |                |                |                     |                |                   |             | 99,999.00 |           |           |          |              |                |           |           |               |

\* Use applicable Fee Structure only

### Adjustments/Disallowed/Costs

| TASK   |               | Invoice Number | Suspended  |           | Re-Billed  |           | Disallowed |           | BK |
|--------|---------------|----------------|------------|-----------|------------|-----------|------------|-----------|----|
| Number | Category Code |                | Date       | Amount    | Date       | Amount    | Date       | Amount    |    |
| 01     | xx            |                | xx-xx-xxxx | 99,999.00 | xx-xx-xxxx | 99,999.00 | xx-xx-xxxx | 99,999.00 |    |
| 02     | xx            |                | xx-xx-xxxx | 99,999.00 | xx-xx-xxxx | 99,999.00 | xx-xx-xxxx | 99,999.00 |    |
| 03     | xx            |                | xx-xx-xxxx | 99,999.00 | xx-xx-xxxx | 99,999.00 | xx-xx-xxxx | 99,999.00 |    |
|        |               |                |            | 99,999.00 |            |           |            |           |    |
|        |               |                |            |           |            |           |            |           |    |
|        |               |                |            |           |            |           |            |           |    |

## REPORT 2C: Current Month & Cumulative Status Report --- Task Level Totals within Completion Form Work Assignment

Work Assignment Number: **EU**  
 Work Assignment Title: **EI**  
 Contractor Name: **BF**  
 Contract Number: **BB**  
 SSID: **CZ**  
 State: **CS** **DA**  
 Region: **CS**

Work Area Code: **EC**  
 Action Code: **AE**  
 Operable Unit: **EB**  
 WA Form: **DU**  
 Type Site: **DT**  
 Type Funding: **EH**  
 Work Assignment Status: **CK**  
 Performance Based: **CK**

Contract Period: **BC**  
 WA Period of Performance Start: **EG**  
 WA Period of Performance End: **EF**  
 Reporting Period From: **CU**  
 Reporting Period To: **CV**  
 Invoice Date: **BW**  
 Invoice Number: **BX**  
 Invoice Purpose: **BY**

| Current Month             |           | DK         | DJ         | BS       | CO         | AW         | AU        | CW        | CW        | CW       | CW         | CW        | CW       | DO            | BQ |
|---------------------------|-----------|------------|------------|----------|------------|------------|-----------|-----------|-----------|----------|------------|-----------|----------|---------------|----|
| TASK                      |           | Prime/Team | Prime/Team | Clerical | Clerical   | PLI        |           |           |           |          |            |           |          |               |    |
| NO                        | CAT. CODE | Hours      | Labor \$   | Hours    | Labor \$   | Premium    | ODCs      | Computer  | Travel    | Equip.   | Indirect   | Fees      | Total    | Total         |    |
|                           |           |            |            |          |            |            |           |           |           |          | Costs      |           | Hours    | \$            |    |
| 01                        | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 | 999,999.00 |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| 02                        | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 |            |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| 03                        | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 |            |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| 04                        | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 |            |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| Work Assignment Subtotal  |           |            |            |          |            |            | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 |            |           |          |               |    |
| Subteam Fees              |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Base Fee - Prime*         |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Incentive/Discentive Fee* |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Fixed Fee*                |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Performance Fee*          |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Total                     |           | 999,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 999,999.00 | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 | 999,999.00 | 99,999.00 | 9,999.00 | 99,999,999.00 |    |

| Cumulative To-Date              |           |            |            |          |            |            |           |           |           |          |            |           |          |               |    |
|---------------------------------|-----------|------------|------------|----------|------------|------------|-----------|-----------|-----------|----------|------------|-----------|----------|---------------|----|
| DK                              |           | DJ         | BR         | CN       | AV         | AT         | CW        | CW        | CW        | CW       | CW         | CW        | CW       | DO            | BO |
| TASK                            |           | Prime/Team | Prime/Team | Clerical | Clerical   | PLI        | ODCs      | Computer  | Travel    | Equip.   | INDIRECT   | FEES      | Total    | Total         |    |
| NO                              | CAT. CODE | Hours      | Labor \$   | Hours    | Labor \$   | Premium    |           |           |           |          | COSTS      |           | Hours    | \$            |    |
| 01                              | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 | 999,999.00 |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| 02                              | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 |            |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| 03                              | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 |            |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| 04                              | XX        | 9,999.00   | 999,999.00 | 9,999.00 | 999,999.00 |            |           |           |           |          | 999,999.00 |           | 9,999.00 | 99,999,999.00 |    |
| Work Assignment Subtotal        |           |            |            |          |            |            | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 |            |           |          |               |    |
| Subteam Fees                    |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Base Fee - Prime*               |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Incentive/Discentive Fee*       |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Fixed Fee*                      |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Performance Fee*                |           |            |            |          |            |            |           |           |           |          |            | 99,999.00 |          |               |    |
| Total                           |           | 999,999.00 | 999,999.00 | 9,999.00 | 999,999.00 | 999,999.00 | 99,999.00 | 99,999.00 | 99,999.00 | 9,999.00 | 999,999.00 | 99,999.00 | 9,999.00 | 99,999,999.00 |    |
| Total Expenditure Limit Dollars |           |            |            |          |            |            | 99,999.00 | BT        |           |          |            |           |          |               |    |

\* Use applicable Fee Structure only

### Adjustments/Disallowed Costs

| TASK   |               | <b>DK</b>      | <b>DJ</b>      | <b>BX</b> | <b>DH</b>      | <b>DR</b> | <b>DQ</b>       | <b>BC</b> | <b>BK</b> |
|--------|---------------|----------------|----------------|-----------|----------------|-----------|-----------------|-----------|-----------|
| Number | Category Code | Invoice Number | Suspended Date | Amount    | Re-Billed Date | Amount    | Disallowed Date | Amount    |           |
| 01     | xx            |                | xx-xx-xxxx     | 99,999.00 | xx-xx-xxxx     | 99,999.00 | xx-xx-xxxx      | 99,999.00 |           |
| 02     | xx            |                | xx-xx-xxxx     | 99,999.00 | xx-xx-xxxx     | 99,999.00 | xx-xx-xxxx      | 99,999.00 |           |
| 03     | xx            |                | xx-xx-xxxx     | 99,999.00 | xx-xx-xxxx     | 99,999.00 | xx-xx-xxxx      | 99,999.00 |           |
|        |               |                |                | 99,999.00 |                | 99,999.00 |                 | 99,999.00 |           |



# REPORT 4T: Variance --- Work Assignment Level --- Term Form Work Assignments

Contractor Name: **BF**  
 Contract Number: **BB**  
 Region: **CS**

Reporting Period From: **CU**  
 Reporting Period To: **CV**  
 Contract Period: **BC**

Invoice Date: **BW**  
 Invoice Number: **BX**  
 Purpose: **BY**

**Bulk Funded**

| WORK ASSIGNMENT NUMBER                 | TYPE | WORK AREA CODE | WA STATUS | PBC | WORK ASSIGNMENT TITLE | CUMULATIVE LOE | CUMULATIVE TOTAL LOADED \$ INVOICED | DOLLARS INCURRED BUT NOT INVOICED | TOTAL INV'D + INCUR'D BUT NOT INV'D | APPROVED BUDGET |           | VARIANCE BASED ON APPROVED BUDGET |               |                               | EXPENDITURE LIMIT |         | VARIANCE BASED ON EXPENDITURE LIMIT |               |
|----------------------------------------|------|----------------|-----------|-----|-----------------------|----------------|-------------------------------------|-----------------------------------|-------------------------------------|-----------------|-----------|-----------------------------------|---------------|-------------------------------|-------------------|---------|-------------------------------------|---------------|
|                                        |      |                |           |     |                       |                |                                     |                                   |                                     | LOE             | DOLLARS   | % LOE INVOICED                    | % \$ INVOICED | % INV'D+INCUR'D BUT NOT INV'D | LOE               | DOLLARS | % LOE INVOICED                      | % \$ INVOICED |
| XXX-XXXX-XXXX                          | SC   | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            | <b>AK</b>       | <b>AJ</b> | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              | 999.00        |
| XXX-XXXX-XXXX                          | SC   | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| Total, SC                              |      |                |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| XXX-XXXX-XXXX                          | RV   | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| XXX-XXXX-XXXX                          | RV   | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| Total, RV                              |      |                |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| XXX-XXXX-XXXX                          | EN   | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| XXX-XXXX-XXXX                          | EN   | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| Total, EN                              |      |                |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| Total, WAs Bulk Funded                 |      |                |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| <b>Work Assignment Specific Funded</b> |      |                |           |     |                       |                |                                     |                                   |                                     |                 |           |                                   |               |                               |                   |         |                                     |               |
| XXX-XXXX-XXXX                          |      | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| XXX-XXXX-XXXX                          |      | XX             |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| Total, WA Specific Funded              |      |                |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |
| TOTAL, All Term Form WAs               |      |                |           |     |                       | 9,999.00       | 9,999.00                            | 9,999.00                          | 9,999.00                            |                 |           | 999.00                            | 999.00        | 999.00                        | 999.00            | 999.00  | 999.00                              |               |

\* Type = Type Funding

PBC = Performance Based Contracting Form (Yes = Y; No = N)

WA Status = O or C (O = Opened; C = Closed)

# REPORT 4C: Variance Report --- Work Assignment Level -- Completion Form

Contractor Name: BF  
 Contract Number: BB  
 Region: CS




Reporting Period From: CU  
 Reporting Period To: CY  
 Contract Period: BC




Invoice Date: BW  
 Invoice Number: BX  
 Purpose: BY



| WORK<br>ASSIGNMENT<br>NUMBER | WORK<br>AREA<br>CODE | WA<br>Status | PBC | WORK ASSIGNMENT TITLE | CUMULATIVE<br>HOURS | CUMULATIVE<br>TOTAL<br>LOADED \$<br>INVOICED | DOLLARS<br>INCURRED<br>BUT NOT<br>INVOICED | TOTAL<br>INV'D +<br>INCUR'D BUT<br>NOT INV'D | APPROVED<br>BUDGET<br>DOLLARS | VARIANCE BASED ON<br>APPROVED BUDGET |                                  | EXPENDITURE<br>LIMIT<br>DOLLARS | VARIANCE BASED ON<br>EXPENDITURE LIMIT |                  |
|------------------------------|----------------------|--------------|-----|-----------------------|---------------------|----------------------------------------------|--------------------------------------------|----------------------------------------------|-------------------------------|--------------------------------------|----------------------------------|---------------------------------|----------------------------------------|------------------|
|                              |                      |              |     |                       |                     |                                              |                                            |                                              |                               | % \$<br>INVOICED                     | % INV'D+INCUR'D<br>BUT NOT INV'D |                                 | % \$<br>INVOICED                       | % \$<br>INVOICED |
| XXX-XXXX-XXXX                | XX                   |              |     |                       | 9,999.00            | 999,999.00                                   | 999,999.00                                 | 999,999.00                                   | 999,999.00                    | 999.00                               | 999.00                           | 999,999.00                      | 999.00                                 | 999.00           |
| XXX-XXXX-XXXX                | XX                   |              |     |                       | 9,999.00            | 999,999.00                                   | 999,999.00                                 | 999,999.00                                   | 999,999.00                    | 999.00                               | 999.00                           | 999,999.00                      | 999.00                                 | 999.00           |
| XXX-XXXX-XXXX                | XX                   |              |     |                       | 9,999.00            | 999,999.00                                   | 999,999.00                                 | 999,999.00                                   | 999,999.00                    | 999.00                               | 999.00                           | 999,999.00                      | 999.00                                 | 999.00           |
| TOTAL                        |                      |              |     |                       | 9,999.00            | 999,999.00                                   | 999,999.00                                 | 999,999.00                                   | 999,999.00                    | 999.00                               | 999.00                           | 999,999.00                      | 999.00                                 | 999.00           |












WA Status = O or C (O = Opened; C = Closed)  
 PBC = Yes or No

**REPORT 5T:****Monthly Subpool Subcontract Summary --- Work Assignment Level  
Term Form Work Assignments**

Contractor Name:   
 Contract Number:   
 Region: 

Reporting Period From:   
 Reporting Period To:   
 Contract Period: 

Invoice Date:   
 Invoice Number: 

|  WORK<br>ASSIGNMENT<br>NUMBER |  SUBPOOL<br>SUBCONTRACTOR<br>NAME |  SUBPOOL<br>SUBCONT.<br>NUMBER |  BRIEF<br>DESCRIPTION OF WORK |  SUBPOOL<br>POP<br>START |  SUBPOOL<br>POP<br>END |  BUSINESS<br>STATUS * |  PBC |  SUBPOOL<br>CONT.<br>TYPE |  CUMULATIVE<br>DOLLARS<br>EXPENDED |  SUBPOOL<br>VALUE |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| XXX-XXXX-XXXX                                                                                                  | ANN L. EYES ANALYTICAL                                                                                             | 01-00452                                                                                                        | BASIC DIOXIN ANALYSIS<br>EXPANDED DIOXIN ANALYSIS<br>INCREASED SAMPLES                                           | XX/XX/XXXX                                                                                                  | XX/XX/XXXX                                                                                                | SBE                                                                                                      | Y                                                                                       | FFP                                                                                                          | \$93,489.00                                                                                                           | \$100,000.00                                                                                         |
|                                                                                                                | K. MOON DRUM HAULERS                                                                                               | 01-00753                                                                                                        | DRUM TRANSPORTATION<br>TO LANDFILL                                                                               | XX/XX/XXXX                                                                                                  | XX/XX/XXXX                                                                                                | SDBE                                                                                                     | N                                                                                       | CPFF                                                                                                         | \$3,658.00                                                                                                            | \$32,972.00                                                                                          |
| XXX-XXXX-XXXX                                                                                                  | SAM'S SAFE SECURITY                                                                                                | 03-00512                                                                                                        | ON-SITE SECURITY SERVICES                                                                                        | XX/XX/XXXX                                                                                                  | XX/XX/XXXX                                                                                                | WBE                                                                                                      | N                                                                                       | TM                                                                                                           | \$20,086.00                                                                                                           | \$48,394.00                                                                                          |

Total: \$117,233.00 \$181,366.00

\* LB = Large Business Enterprise  
 SB = Small Business Enterprise  
 SDBE = Small Disadvantaged Business Enterprise  
 WBE = Women-owned Business Enterprise  
 HZE = Hub-Zone Enterprise  
 DVE = Service Disable Veteran Enterprise

## REPORT 5C: Monthly Subpool Subcontract Summary --- Work Assignment Level Completion Form Work Assignments

Contractor Name:   
 Contract Number:   
 Region:

Reporting Period From:   
 Reporting Period To:   
 Contract Period:

Invoice Date:   
 Invoice Number:

| WORK<br>ASSIGNMENT<br>NUMBER | SUBPOOL<br>SUBCONTRACTOR<br>NAME | SUBPOOL<br>SUBCONT.<br>NUMBER | BRIEF<br>DESCRIPTION OF WORK                                           | SUBPOOL<br>POP<br>START | SUBPOOL<br>POP<br>END | BUSINESS<br>STATUS * | PBC | SUBPOOL<br>CONT.<br>TYPE | CUMULATIVE<br>DOLLARS<br>EXPENDED | SUBPOOL<br>VALUE |
|------------------------------|----------------------------------|-------------------------------|------------------------------------------------------------------------|-------------------------|-----------------------|----------------------|-----|--------------------------|-----------------------------------|------------------|
| XXX-XXXX-XXXX                | ANN L. EYES ANALYTICAL           | 01-00452                      | BASIC DIOXIN ANALYSIS<br>EXPANDED DIOXIN ANALYSIS<br>INCREASED SAMPLES | XX/XX/XXXX              | XX/XX/XXXX            | SBE                  | Y   | FFP                      | \$93,489.00                       | \$100,000.00     |
|                              | K. MOON DRUM HAULERS             | 01-00753                      | DRUM TRANSPORTATION<br>TO LANDFILL                                     | XX/XX/XXXX              | XX/XX/XXXX            | SDBE                 | N   | CPFF                     | \$3,658.00                        | \$32,972.00      |
| XXX-XXXX-XXXX                | SAM'S SAFE SECURITY              | 03-00512                      | ON-SITE SECURITY SERVICES                                              | XX/XX/XXXX              | XX/XX/XXXX            | WBE                  | N   | TM                       | \$20,086.00                       | \$48,394.00      |
| Total                        |                                  |                               |                                                                        |                         |                       |                      |     |                          | \$117,233.00                      | \$181,366.00     |

\* LB = Large Business Enterprise  
 SB = Small Business Enterprise  
 SDBE = Small Disadvantaged Business Enterprise  
 WBE = Women-owned Business Enterprise  
 HZE = Hub-Zone Enterprise  
 DVE = Service Disable Veteran Enterprise

**REPORT 7T:****RAC Funding Log -- Invoice Backup  
--Term Form Work Assignments**

Contractor Name: **BF**  
 Contract Number: **BB**  
 Region: **CS**

Contract Period: **BC**  
 Reporting Period To: **CV**

Invoice Date: **BW**  
 Invoice Number: **BX**  
 Invoice Purpose: **BY**

**Bulk Funded**

| IFMS Line                 |       | ACCOUNT NUMBER |      |        |         |           |            |           | Obligated    | Prior Invoiced | Current      | Cumulative   | Remaining    |
|---------------------------|-------|----------------|------|--------|---------|-----------|------------|-----------|--------------|----------------|--------------|--------------|--------------|
| Type Funding              | Ref # | DCN            | FY   | Appro. | Org     | Program   | Site/Proj. | Cost Org. | Dollars      | to date        | Dollars      | Dollars      | Funds        |
| Site Characterization     |       | 123456         | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| Site Characterization     |       | 123456         | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| Total, SC                 |       |                |      |        |         |           |            |           | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| Removal                   |       | 123456         | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| Total, RV                 |       |                |      |        |         |           |            |           | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| Enforcement               |       | 123456         | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| Total, EN                 |       |                |      |        |         |           |            |           | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| <b>TOTAL, Bulk Funded</b> |       |                |      |        |         |           |            |           | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |

**Work Assignment Specific Funded**

| IFMS Line                        |       | ACCOUNT NUMBER |      |        |         |           |            |           | Obligated    | Prior Invoiced | Current      | Cumulative   | Remaining    |
|----------------------------------|-------|----------------|------|--------|---------|-----------|------------|-----------|--------------|----------------|--------------|--------------|--------------|
| WA Number                        | Ref # | DCN            | FY   | Appro. | Org     | Program   | Site/Proj. | Cost Org. | Dollars      | to date        | Dollars      | Dollars      | Funds        |
| XXX-XXXX-XXXX                    |       | 123456         | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| XXX-XXXX-XXXX                    |       | 123456         | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| XXX-XXXX-XXXX                    |       | 123456         | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| <b>TOTAL, WA Specific Funded</b> |       |                |      |        |         |           |            |           | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |
| <b>Grand Total</b>               |       |                |      |        |         |           |            |           | 9,999,999.00 | 9,999,999.00   | 9,999,999.00 | 9,999,999.00 | 9,999,999.00 |




**REPORT 7C:****RAC Funding Log -- Invoice Backup  
-- Completion Form Work Assignments**


|                  |    |                      |    |                  |    |
|------------------|----|----------------------|----|------------------|----|
| Contractor Name: | BF | Contract Period:     | BC | Invoice Date:    | BW |
| Contract Number: | BB | Reporting Period To: | CV | Invoice Number:  | BX |
| Region:          | CS |                      |    | Invoice Purpose: | BY |

| EE            | BV              | BM     | AD   | AB     | AF      | AG        | AH         | AA        | AC                | CE                     | CP              | BQ                 | BO              | CT |
|---------------|-----------------|--------|------|--------|---------|-----------|------------|-----------|-------------------|------------------------|-----------------|--------------------|-----------------|----|
| WA Number     | IFMS Line Ref # | DCN    | FY   | Appro. | Org     | Program   | Site/Proj. | Cost Org. | Obligated Dollars | Prior Invoiced to date | Current Dollars | Cumulative Dollars | Remaining Funds |    |
| XXX-XXXX-XXXX |                 | 123456 | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00      | 9,999,999.00           | 9,999,999.00    | 9,999,999.00       | 9,999,999.00    |    |
| XXX-XXXX-XXXX |                 | 123456 | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00      | 9,999,999.00           | 9,999,999.00    | 9,999,999.00       | 9,999,999.00    |    |
| XXX-XXXX-XXXX |                 | 123456 | 1234 | 123456 | 1234567 | 123456789 | 12345678   | 1234567   | 9,999,999.00      | 9,999,999.00           | 9,999,999.00    | 9,999,999.00       | 9,999,999.00    |    |
| <b>TOTALS</b> |                 |        |      |        |         |           |            |           | 9,999,999.00      | 9,999,999.00           | 9,999,999.00    | 9,999,999.00       | 9,999,999.00    |    |

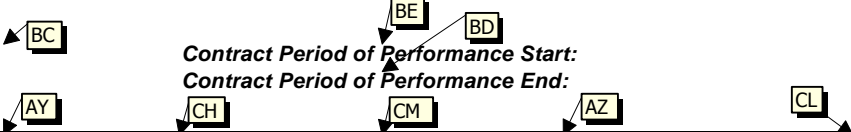
## REPORT 8: Contract Capacity

Contractor Name:   
 Contract Number:   
 Region: 

Reporting Period To: 

Contract Period: Base

Contract Period of Performance Start:  
 Contract Period of Performance End:



|            | Contract at Award | Option Orders | Potential Contract Value | Current Ceiling | Potential Capacity Available |
|------------|-------------------|---------------|--------------------------|-----------------|------------------------------|
| Term       |                   |               |                          |                 |                              |
| Dollars    | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |
| LOE        | 999,999.00        | 999,999.00    | 999,999.00               | 999,999.00      | 999,999.00                   |
| Subpool    | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |
| Completion | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |

Contract Period: Option

Contract Period of Performance Start:  
 Contract Period of Performance End:

(If contract has more than one option period, do breakout for each one)

|            | Contract at Award | Option Orders | Potential Contract Value | Current Ceiling | Potential Capacity Available |
|------------|-------------------|---------------|--------------------------|-----------------|------------------------------|
| Term       |                   |               |                          |                 |                              |
| Dollars    | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |
| LOE        | 999,999.00        | 999,999.00    | 999,999.00               | 999,999.00      | 999,999.00                   |
| Subpool    | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |
| Completion | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |

### TOTAL (Base and Option Periods)

|            | Contract at Award | Option Orders | Potential Contract Value | Current Ceiling | Potential Capacity Available |
|------------|-------------------|---------------|--------------------------|-----------------|------------------------------|
| Term       |                   |               |                          |                 |                              |
| Dollars    | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |
| LOE        | 999,999.00        | 999,999.00    | 999,999.00               | 999,999.00      | 999,999.00                   |
| Subpool    | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |
| Completion | 99,999,999.00     | 99,999,999.00 | 99,999,999.00            | 99,999,999.00   | 99,999,999.00                |

## Report 9 RAC Management Indicators Reports - Contract Level

Contractor Name: **BF**  
 Contract Number: **BB**  
 Region: **CS**

Reporting Period To: **CV**

**\*\* Current Period reflects the current reporting period and is not cumulative.**

### Expended vs. Obligations

| Term Fee Assignments Expended |                |                  |                |           |                |                              |                | CE |
|-------------------------------|----------------|------------------|----------------|-----------|----------------|------------------------------|----------------|----|
| Term Fee                      |                | Term Performance |                | Total     |                | Total Term Dollars Obligated |                |    |
| Dollars                       | LOE            | Dollars          | LOE            | Dollars   | LOE            | to Contract                  |                |    |
| Current Period**              | 999,999,999.00 | 999,999.0        | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0                    | 999,999,999.00 |    |
| Fiscal Year                   | 999,999,999.00 | 999,999.0        | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0                    | 999,999,999.00 |    |
| Base Period                   | 999,999,999.00 | 999,999.0        | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0                    | 999,999,999.00 |    |
| Option Period 1               | 999,999,999.00 | 999,999.0        | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0                    | 999,999,999.00 |    |
| Option Period 2               | 999,999,999.00 | 999,999.0        | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0                    | 999,999,999.00 |    |
| Total Contract                | 999,999,999.00 | 999,999.0        | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0                    | 999,999,999.00 |    |

| Completion Work Assignments Expended |                |                        |                |           |                |           | Total Completion Dollars Obligated to Contract | CE |
|--------------------------------------|----------------|------------------------|----------------|-----------|----------------|-----------|------------------------------------------------|----|
| Completion Dollars                   |                | Term Performance Based |                | Total     |                |           |                                                |    |
| Dollars                              | Hours          | Dollars                | Hours          | Dollars   | Hours          |           |                                                |    |
| Current Period**                     | 999,999,999.00 | 999,999.0              | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0 | 999,999,999.00                                 |    |
| Fiscal Year                          | 999,999,999.00 | 999,999.0              | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0 | 999,999,999.00                                 |    |
| Base Period                          | 999,999,999.00 | 999,999.0              | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0 | 999,999,999.00                                 |    |
| Option Period 1                      | 999,999,999.00 | 999,999.0              | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0 | 999,999,999.00                                 |    |
| Option Period 2                      | 999,999,999.00 | 999,999.0              | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0 | 999,999,999.00                                 |    |
| Total Contract                       | 999,999,999.00 | 999,999.0              | 999,999,999.00 | 999,999.0 | 999,999,999.00 | 999,999.0 | 999,999,999.00                                 |    |

### Term Contract Ceilings vs. Term Obligations

|                 | Current Contract Ceiling |           |            | WAs Total Approved Budgets |           | WAs Total Expenditure Limits |           | WAs Cumulative Expended |           | Total Term            |
|-----------------|--------------------------|-----------|------------|----------------------------|-----------|------------------------------|-----------|-------------------------|-----------|-----------------------|
|                 | Dollars                  | LOE       | Subpool    | WAs                        | LOE       | WAs                          | LOE       | WAs                     | LOE       | Obligated to Contract |
| Base Period     | 999,999.00               | 999,999.0 | 999,999.00 | 999,999.00                 | 999,999.0 | 999,999.00                   | 999,999.0 | 999,999.00              | 999,999.0 | 999,999.00            |
| Option Period 1 | 999,999.00               | 999,999.0 | 999,999.00 | 999,999.00                 | 999,999.0 | 999,999.00                   | 999,999.0 | 999,999.00              | 999,999.0 | 999,999.00            |
| Option Period 2 | 999,999.00               | 999,999.0 | 999,999.00 | 999,999.00                 | 999,999.0 | 999,999.00                   | 999,999.0 | 999,999.00              | 999,999.0 | 999,999.00            |
| Total Contract  | 999,999.00               | 999,999.0 | 999,999.00 | 999,999.00                 | 999,999.0 | 999,999.00                   | 999,999.0 | 999,999.00              | 999,999.0 | 999,999.00            |

Note: WAs = Work Assignments



## Report 9 RAC Management Indicators Reports - Contract Level (Contd.)

Contractor Name:

Reporting Period To:

Contract Number:

Region:

### Completion Contract Ceilings vs. Completion Obligations

|                 | <b>AZ</b>                | <b>AJ</b>             | <b>BT</b>         | <b>BO</b>           | <b>CE</b>                |
|-----------------|--------------------------|-----------------------|-------------------|---------------------|--------------------------|
|                 | Current Contract Ceiling | Total Approved Budget | Expenditure Limit | Cumulative Expended | Total Completion Dollars |
|                 | Dollars                  | Dollars               | Dollars           | Dollars             | Obligated to Contract    |
| Base Period     | 999,999.00               | 999,999.00            | 999,999.00        | 999,999.00          | 999,999.00               |
| Option Period 1 | 999,999.00               | 999,999.00            | 999,999.00        | 999,999.00          | 999,999.00               |
| Option Period 2 | 999,999.00               | 999,999.00            | 999,999.00        | 999,999.00          | 999,999.00               |
| Total Contract  | 999,999.00               | 999,999.00            | 999,999.00        | 999,999.00          | 999,999.00               |

### Contract Ceilings vs. Work Plan Expenditure Limits

|                 | Term Form                |          |            |                              |          |            | Completion Form        |                 |                  |                          |                      |                        |
|-----------------|--------------------------|----------|------------|------------------------------|----------|------------|------------------------|-----------------|------------------|--------------------------|----------------------|------------------------|
|                 | Current Contract Ceiling |          |            | WAs Total Expenditure Limits |          |            | Available for New Work |                 |                  | Current Contract Ceiling |                      |                        |
|                 | Dollars                  | LOE      | Subpool    | Dollars                      | LOE      | Subpool    | Dollars                | LOE             | Subpool          | Dollars                  | Limit Dollars        | Available for New Work |
| Base Period     | 999,999.00               | 9,999.00 | 999,999.00 | <b>AZ</b> 999,999.00         | 9,999.00 | 999,999.00 | <b>BT</b> 999,999.00   | <b>AP</b> 99.00 | <b>AN</b> 999.00 | <b>AO</b> 999,999.00     | <b>AZ</b> 999,999.00 | <b>BT</b> 999,999.00   |
| Option Period 1 | 999,999.00               | 9,999.00 | 999,999.00 | 999,999.00                   | 9,999.00 | 999,999.00 | 999,999.00             | 9,999.00        | 999,999.00       | 999,999.00               | 999,999.00           | 999,999.00             |
| Option Period 2 | 999,999.00               | 9,999.00 | 999,999.00 | 999,999.00                   | 9,999.00 | 999,999.00 | 999,999.00             | 9,999.00        | 999,999.00       | 999,999.00               | 999,999.00           | 999,999.00             |
| Total Contract  | 999,999.00               | 9,999.00 | 999,999.00 | 999,999.00                   | 9,999.00 | 999,999.00 | 999,999.00             | 9,999.00        | 999,999.00       | 999,999.00               | 999,999.00           | 999,999.00             |

### Contract Ceilings vs. Approved Work Plan Budgets

|                 | Term Form                |          |            |                            |                    |            | Completion Form        |                 |                  |                          |                      |                        |
|-----------------|--------------------------|----------|------------|----------------------------|--------------------|------------|------------------------|-----------------|------------------|--------------------------|----------------------|------------------------|
|                 | Current Contract Ceiling |          |            | WAs Total Approved Budgets |                    |            | Available for New Work |                 |                  | Current Contract Ceiling |                      |                        |
|                 | Dollars                  | LOE      | Subpool    | Dollars                    | LOE                | Subpool    | Dollars                | LOE             | Subpool          | Dollars                  | Limit Dollars        | Available for New Work |
| Base Period     | 999,999.00               | 9,999.00 | 999,999.00 | <b>AZ</b> 999,999.00       | <b>AJ</b> 9,999.00 | 999,999.00 | <b>AM</b> 999,999.00   | <b>AP</b> 99.00 | <b>AN</b> 999.00 | <b>AO</b> 999,999.00     | <b>AZ</b> 999,999.00 | <b>AS</b> 999,999.00   |
| Option Period 1 | 999,999.00               | 9,999.00 | 999,999.00 | 999,999.00                 | 9,999.00           | 999,999.00 | 999,999.00             | 9,999.00        | 999,999.00       | 999,999.00               | 999,999.00           | 999,999.00             |
| Option Period 2 | 999,999.00               | 9,999.00 | 999,999.00 | 999,999.00                 | 9,999.00           | 999,999.00 | 999,999.00             | 9,999.00        | 999,999.00       | 999,999.00               | 999,999.00           | 999,999.00             |
| Total Contract  | 999,999.00               | 9,999.00 | 999,999.00 | 999,999.00                 | 9,999.00           | 999,999.00 | 999,999.00             | 9,999.00        | 999,999.00       | 999,999.00               | 999,999.00           | 999,999.00             |

**REPORT 10: RAC Modification Log - Contract Level**

Contractor Name: **BB**  
 Contract Number: **CS**  
 Region: **CS**

Contract Period: **BC**  
 Reporting Period To: **CV**

| Contract Ceilings   |            |                                 |      |                   |               |            |               |              |               |               |               |               |               |
|---------------------|------------|---------------------------------|------|-------------------|---------------|------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|
| TERM                |            |                                 |      |                   |               |            |               |              |               |               |               |               |               |
| COMPLETION          |            |                                 |      |                   |               |            |               |              |               |               |               |               |               |
| Obligations To-date |            |                                 |      |                   |               |            |               |              |               |               |               |               |               |
| Obligations Needed  |            |                                 |      |                   |               |            |               |              |               |               |               |               |               |
| Mod No.             | Mod Date   | Modification Purpose            | Type | Obligated Dollars |               | LOE        | Dollars       | Subpool      |               | Term          | Completion    | Term          | Completion    |
| 001                 | XX/XX/XXXX | Initial Base Period Ceilings    | PS   | 1,000,000.00      |               | 535,000.00 | 53,500,000.00 | 6,000,000.00 | 10,000,000.00 | 1,000,000.00  |               | 59,500,000.00 | 10,000,000.00 |
|                     |            | Term Incremental Funding        | SC   | 9,200,000.00      |               |            |               |              |               | 10,200,000.00 |               | 58,500,000.00 |               |
|                     |            | Term Incremental Funding        |      |                   |               |            |               |              |               |               |               | 49,300,000.00 |               |
| 002                 | XX/XX/XXXX | RA Funding - Completion Form -- | RA   |                   | 1,500,000.00  |            |               |              |               |               | 1,500,000.00  |               | 8,500,000.00  |
|                     |            | Work Assignment Number          | RV   | 2,000,000.00      |               |            |               |              |               | 12,200,000.00 |               | 47,300,000.00 |               |
|                     |            | Term Incremental Funding        |      |                   |               |            |               |              |               |               |               |               |               |
| 003                 | XX/XX/XXXX | RA Funding - Term Form -        | RA   | 9,000,000.00      |               |            |               |              |               | 21,200,000.00 |               | 38,300,000.00 |               |
|                     |            | Work Assignment Number          | SC   | 5,000,000.00      |               |            |               |              |               | 26,200,000.00 |               | 33,300,000.00 |               |
|                     |            | Term Incremental Funding        |      |                   |               |            |               |              |               |               |               |               |               |
| 004                 | XX/XX/XXXX | Change of PO                    |      |                   |               |            |               |              |               |               |               |               |               |
|                     |            | RA Funding - Term Form -        | RA   | 7,800,000.00      |               |            |               |              |               | 34,000,000.00 |               | 25,500,000.00 |               |
|                     |            | Work Assignment Number          |      |                   |               |            |               |              |               |               |               |               |               |
| 005                 | XX/XX/XXXX | Term Incremental Funding        | EN   | 5,370,000.00      |               |            |               |              |               | 39,370,000.00 |               | 20,130,000.00 |               |
|                     |            | RV Funding - Term Form -        |      |                   |               |            |               |              |               |               |               |               |               |
|                     |            | Work Assignment Number          | RV   | 4,500,000.00      |               |            |               |              |               | 43,870,000.00 |               | 15,630,000.00 |               |
|                     |            | RA Funding - Term Form -        |      |                   |               |            |               |              |               |               |               |               |               |
|                     |            | Work Assignment Number          | RA   | 8,500,000.00      |               |            |               |              |               | 52,370,000.00 |               | 7,130,000.00  |               |
|                     |            | Change Clause                   |      |                   |               |            |               |              |               |               |               |               |               |
| 006                 | XX/XX/XXXX | Exercise Option Order           |      |                   |               | 275,000.00 | 27,500,000.00 | 1,000,000.00 | 2,000,000.00  |               |               | 34,630,000.00 | 10,500,000.00 |
|                     |            |                                 |      |                   |               |            |               |              |               |               |               |               |               |
| 007                 | XX/XX/XXXX | RA Funding - Term Form --       |      |                   |               |            |               |              |               |               |               |               |               |
|                     |            | Work Assignment Number          | RA   | 9,760,000.00      |               |            |               |              |               | 62,130,000.00 |               | 24,870,000.00 |               |
|                     |            | RA Funding - Completion Form    |      |                   |               |            |               |              |               |               |               |               |               |
|                     |            | Work Assignment Number          | RA   |                   | 9,985,645.00  |            |               |              |               |               | 11,485,645.00 |               | 514,355.00    |
| Current Ceiling     |            |                                 |      | 62,130,000.00     | 11,485,645.00 | 810,000.00 | 81,000,000.00 | 7,000,000.00 | 12,000,000.00 |               |               |               |               |

## Report 11 RAC Work Area Invoiced Report - Contract Level

Contractor Name:

Contract Number:

Region:

Reporting Period To:

| Work Area                         | Work Area Code | No. of WAs | INVOICED DOLLARS |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  | Cumulative Dollars |
|-----------------------------------|----------------|------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
|                                   |                |            | Current Period   | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX | Fiscal Year XXXX |                    |
| <b>Fund-Lead</b>                  |                |            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                    |
| RI/FS                             |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Remedial Design                   |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Remedial Action                   |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| NTC Removal Support               |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| NTC Removal Action                |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Total Fund-Lead WAs               |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| <b>Enforcement Support</b>        |                |            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                    |
| RI/FS Oversight                   |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Negotiation Support               |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| RD Oversight                      |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| RA Oversight                      |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Removal Oversight                 |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Litigation Support                |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Total Enforcement Sup. WAs        |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| <b>Other Technical Assistance</b> |                |            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                    |
| Community Relations               |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Sampling/Anal. Supt.              |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Pre-Design Invest.                |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Treatability Study/Pilot Tests    |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Assessment of Risk                |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Prelim. Assessment for SA         |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Site Inspection for SA            |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| HRS Package Prep. for SA          |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Site Security & Maintenance       |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Design Assistance                 |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Five-Year Review                  |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Records Mgmt & Admin Sup          |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Real Property Aquisition Sup      |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Technical Assistance              |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Integrated SA/Investigation       |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| Total Other Tech Asst. WAs        |                | 99         | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |
| <b>CONTRACT TOTAL</b>             |                | 999        | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00    | 99,999,999.00      |

**ATTACHMENT D**

**Notice of Contract Costs  
Suspended and/or Disallowed**

**ATTACHMENT F**

**SPECIAL INVOICE INSTRUCTIONS**



## SPECIAL INVOICE INSTRUCTIONS

Contractors under the Remedial Action Contract 2 (RAC 2) shall submit invoices/vouchers through an Electronic Commerce (EC) system. This system complies with the Paperwork Reduction Act of 1980, 44 U.S.C. 3501, in that it will serve to improve the productivity, efficiency, and effectiveness of the RAC 2 invoicing process. This new process also reduces the potential for data entry errors, which ultimately reduces re-submission costs to both the contractors and the Federal Government.

In addition to the requirements set forth in FAR 32.905, an invoice or request for contract financing payment must meet the following contract requirements in order to be considered a properly submitted invoice/voucher:

a) The contractor shall generate and submit all invoices or requests for financing payment using the Agency's prescribed EC system located at the provided web site address. Until otherwise directed in a modification to the contract, the Contractor shall submit a PDF via e-mail of the original invoice to the Contracting Officer (CO) and Project Officer (PO). For Cost-Reimbursable contracts a separate SF-1035 must be submitted as a PDF via e-mail to the CO and PO for each work assignment and at the contract level. For Indefinite Delivery/Indefinite Quantity contracts a separate SF-1035 must be submitted as a PDF via e-mail to the CO and PO for each task order. No other copies will be sent to any other office.

The contractor shall include in this submission Exhibit 1 from Section 5.0 of the Reports of Work via e-mail as both a PDF and in a modifiable spreadsheet version to the PO.

b) When preparing invoices, the Contractor shall include the following data in its submission (data required for submissions may be subject to change). The invoice submission is generated using data submitted electronically as laid out in the Reports of Work Section 6.0:

- i. Invoice/Voucher Number
- ii. Invoice/Voucher Date
- iii. Beginning date of period that costs are incurred
- iv. Ending date of period that costs are incurred
- v. Contractor Name
- vi. Contract Number
- vii. Task Order or Work Assignment Number
- viii. Costs Incurred
- ix. Base Fee
- x. Award Fee
- xi. Incentive/Disincentive Fee
- xii. A summary of all current costs for the billing period and cumulative costs by cost element such as labor, travel, equipment, other direct, subcontractor and overhead or indirect costs, as identified elsewhere in the contract.
- xiii. Total Amount of Invoice